

Spring 2011 Calendar

January - August



"Leading the Northwest in quality training for a sustainable future."

▶ CONTINUING
EDUCATION &
INDUSTRY TRAINING

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Note: The information in this calendar is subject to change. Course dates and locations vary and new courses are added throughout the year. For the most up-to-date information, go to ceit.nwcc.bc.ca.

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REGISTRATION

Classes fill quickly and space is limited so register in advance. Only receipt of payment guarantees your place.

Registration Options

- 1) **Phone 1.877.277.2288.** Pay with credit card (Visa, Mastercard or American Express). See the back cover of this calendar to contact your local campus directly.
- 2) **Drop in.** Register at your local campus. Pay with a credit card, debit card or cheque. Post-dated cheques are not accepted.
- 3) **Fax.** Go to 'ceit.nwcc.bc.ca/Register/index.cfm' and download an NWCC Continuing Education & Industry Training application form. Fax the completed form to your local campus.

Note: Sponsoring agencies and employers may fax an authorization to invoice for student registration. The authorization to invoice must be accompanied by an NWCC Continuing Education & Industry Training application form. To get copies of the form, go to 'ceit.nwcc.bc.ca/Register/index.cfm' or contact your local NWCC Continuing Education & Industry Training department.

Course Cancellations

A minimum number of students is required to run courses. If that number is not reached, NWCC reserves the right to cancel classes. Every attempt is made to notify you in advance. A full refund is processed automatically unless you notify us that you wish to transfer to another class.

CONFIRMATION

We do not call registered students to confirm that classes are running. Students are **ONLY** called if classes are cancelled. Check your registration statement carefully for course dates and time, and refer to this page for more info on fees, withdrawals and our refund policy.

Waitlists

Registrations are accepted on a first-come first-serve basis upon full receipt of tuition fees at the time of registration. If a course is full, your name is placed on a waitlist. If the waitlist warrants, another course may be added. Those on the waitlist will be contacted and registration will be confirmed upon full receipt of tuition fees. Should space become available in a course (due to student withdrawals or another reason) the person whose name is first on the waitlist will be contacted. If that person cannot be reached, the next person will be contacted.

Fees, Withdrawals & Refunds

Full refunds are made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the start of the course. Withdrawals and requests for refunds are administered as follows:

- 7 days or more = \$10 admin fee
- between 7 and 3 days = 50% of fees
- less than 3 days = non refundable fees

Transfers to future classes are treated as withdrawals and are subject to the same timelines as above.

Any exceptions to this refund policy are noted in course descriptions.

CAREER & PROFESSIONAL DEVELOPMENT

Better Business Writing

Avoid the pitfalls of business writing. After completing this course, you will have the critical skills to create more effective memos and letters, and improve your spelling, punctuation, usage and style. Ten key techniques for effective communication will help you grow more confident in your ability to express yourself clearly. Good business writing is as important as ever. Being able to recognize and correct problems, avoid redundancies, and define your communication goals are all critical.

CEBSNS 824 6 hrs \$109

KIT Mar 18	(Fr) 9-4pm
RUP Apr 1	(Fr) 9-4pm
TER Aug 10	(We) 9-4pm

The Business of Listening

This course will teach you how to become a better listener by demonstrating how your listening skills build either barriers or bridges. You will also learn ten steps to control emotional "hot buttons" and the impact of good listening skills on productivity. Most people think the only message that will be heard is one of urgency, however, in today's fast-paced world, even urgent messages are ignored. Becoming an active listener will help your productivity and success by helping you extract important details from every message.

CEBSNS 820 6 hrs \$109

TER May 13	(Fr) 9-4pm
TER Jul 26	(Tu) 9-4pm

Critical Thinking

This course will provide the learner with the ability to define and solve problems both independently and in teams using a variety of creative problem solving approaches. Upon completion, learners will have reliably demonstrated their ability to develop thinking skills and apply them to real-life situations.

CEBSNS 832 6 hrs \$109

KIT Feb 4	(Fr) 9-4pm
TER Feb 11	(Fr) 9-4pm
RUP Feb 18	(Fr) 9-4pm
TER Aug 17	(We) 9-4pm

Face to Face Communication

Even as technology has allowed us to connect with an ever-expanding global network through the click of a mouse, face-to-face communication is still as important as ever. Many workplace situations, often those involving conflict, feelings, or other sensitive issues, still demand human contact. Face-to-face communication explores why personal contact remains the most powerful type of human interaction and what people can do to improve their skills to become excellent communicators.

CEBSNS 822 6 hrs \$109

KIT Jan 28	(Fr) 9-4pm
TER Aug 18	(Th) 9-4pm

Powerful Proofreading Skills

Ever sent out an embarrassing, costly, typo-filled business letter? This practical course is here to help. The course's exercises and activities will strengthen your proofreading skills and help eliminate errors and inaccuracies from your documents.

CEBSNS 826 6 hrs \$109

TER Mar 25	(Fr) 9-4pm
RUP Apr 8	(Fr) 9-4pm
TER Aug 9	(Tu) 9-4pm

NEW! Negotiations Skills & Strategies

Negotiation is a fact of life. Everyone negotiates something every day. Negotiation skills and strategies help us have two-way communications with others to reach a satisfactory resolution. This interactive workshop will help you to identify and build communication and negotiation skills and strategies that will help you get what you want from others without comprising relationships.

CEBSNS 733 7 hrs \$109

SMI Dates TBA Call if you're interested!

BUNDLE & SAVE

Register for any three of the following 6-hour office skills courses and receive 10% off your tuition:

- Achieving Job Satisfaction
- Better Business Writing
- Business of Listening
- Critical Thinking
- Face-to-Face Communication
- Handling the Difficult Employee
- Negotiation Skills & Strategies
- Office Politics
- Personality Dimensions Plus
- Powerful Proofreading Skills
- Presentation Skills
- Stress Management
- Time Management
- Working Together
- Writing Effective Email

Note: To receive your discount, registration for three or more courses must be at one time.

Office Politics

Designed for workers at all levels, this innovative new course addresses both the positive and negative aspects of office politics. It not only explains why political situations are so common, it shows how you can use them to your benefit. Learn how to confidently and diplomatically respond to unfair situations, and how to recover from your own political blunders. Discover the five simple rules of office politics that will enhance your career. The importance of mutual understanding and respect in dealing with office politics is emphasized. Tips to recognize devious tactics are also provided.

CEBSNS 830 6 hrs \$109

TER Feb 25 (Fr) 9-4pm
KIT Mar 11 (Fr) 9-4pm
TER Aug 24 (We) 9-4pm

Working Together

Today's workplace brings together a variety of people with very diverse backgrounds and behaviors. Discover how culture and politics impact your organization. Learn to reverse prejudicial thinking. Understand how gestures and body language can differ between cultures. This course will guide you through mastering how you think about yourself and others, how to speak and listen effectively to people with different backgrounds, and how to pay attention to the non-verbal language of 'where, when, and how' you do things.

CEBSNS 831 6 hrs \$109

KIT Feb 11 (Fr) 9-4pm
TER Feb 18 (Fr) 9-4pm
TER Jul 13 (We) 9-4pm

Writing Effective Email

Email is more prevalent today than ever before. Its instantaneous nature makes it a convenient, time-saving tool for businesses. However, it is also more important than ever to take the time to write messages that are secure as well as clear and error-free. The revised edition of this course includes an added emphasis on how to avoid workplace disasters such as lost sales, customer-service nightmares and, in the worst cases, lawsuits and financial losses triggered by careless or poorly written email. Materials provided will also guide you in writing a comprehensive and effective email policy for your organization.

CEBSNS 823 6 hrs \$109

TER Aug 11 (Th) 9-4pm

Time Management

Get a grip on priorities, identify your time traps, and make every minute count by using the practical planning aids provided in this course. Learn to control your use of time, make the best use of your personal energy and set your priorities.

CEBSNS 841 6 hrs \$109

RUP Feb 4 (Fr) 9-4pm
TER Mar 4 (Fr) 9-4pm
KIT Apr 8 (Fr) 9-4pm
TER Jul 28 (Th) 9-4pm

Achieving Job Satisfaction

Are you getting as much satisfaction out of your job as you should? This course will help you determine your level of satisfaction and then assist you in making positive changes to increase both your satisfaction level and quality of work.

CEBSNS 835 6 hrs \$109

TER Jul 14 (Th) 9-4pm

NEW! Handling the Difficult Employee

Sooner or later every supervisor must deal with a difficult employee. This course helps managers understand why performance problems occur and how to resolve them. It includes a six-step intervention model and a thorough discussion of discipline and termination procedures.

CEBSNS 864 6 hrs \$109

RUP Apr 2 (Sa) 9-4pm
TER Apr 15 (Fr) 9-4pm

Presentation Skills

Give confident, enthusiastic, and persuasive presentations. With an emphasis on the need for preparation and practice, this course provides guidance on how to organize, create, and deliver effective presentations. Conquer your fear of public speaking. Capture and maintain audience interest.

CEBSNS 861 6 hrs \$109

RUP Feb 19 (Sa) 9-4pm
TER Aug 23 (Tu) 9-4pm

Personality Dimensions Plus

Build self-awareness, self-esteem, and effective communication strategies to use in your job search, employment situations, and daily interactions with others. This human relations and communications process helps explain what motivates behaviour in people with different personalities and temperaments.

CEBSNS 835 6 hrs \$109

QC Feb 11 (Fr) 9-4pm

NEW! Stress Management

We all experience stressful situations – some well and some not so well. This course is about what we can do to cope with stress but we first have to understand it and its effects on our health. Stress manifests in many forms. Students will learn to recognize stress, identify behaviour patterns, examine the stages of stress, then offer coping skills and strategies. Stress in the workplace is examined to understand burn-out and finding the right amount of stress.

CEBSNS 862 6 hrs \$109

RUP Feb 26 (Sa) 9-4pm
TER Jul 27 (We) 9-4pm

NEW! Bookkeeping Basics in a Day

A day long workshop that will introduce you to the basics of bookkeeping. Learn about cheques, receipts, invoices, purchase orders, statements, bank reconciliation, and reports.

CEBSNS 716 6 hrs \$100

MAS Feb 25 (Fr) 9-4pm

Employment First Aid Kit

This course gives participants a hands-on approach to developing effective resumes and cover letters. As an added bonus, it will also cover important topics such as interview skills and preparation. Participants will create their own resumes and cover letters, and learn how to prepare for their next interview with confidence.

CEBSNS 819 4 hrs \$59

TER Apr 9 (Sa) 8:30-12:30pm

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Computer Skills
for the Workplace**



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learn more.

www.ed2go.com/nwcc

Job Search Essentials

The keys to successful job hunting are at your fingertips in this 12-hour course. You will learn all the information you need to prepare for the job search process from start to finish including writing strategic resumes; preparing for an interview; preparing for a behaviour-based interview; negotiation basics; and networking for success.

CEBSNS 836 12 hrs \$179

HAZ May 13-14 (Fr/Sa) 9-4pm

Accounting Cycle

Designed for the beginner, this course maps out the accounting cycle: balance sheets, income statements, ledger transactions, trial balances, and closing entries. Ideal for small or new businesses, the course explains single-entry and double-entry accounting and cash versus accrual.

CEBSNS 834 6 hrs \$109

TER Feb 22-24 (Tu/Th) 6:30-9:30pm

Freelance Writing

Getting published and getting paid to write is possible. In this course, learn how to generate story ideas, match ideas to publications, write pitches that sell, structure articles and deal professionally with editors.

CEBSNS 839 12 hrs \$165

TER May 4-25 (We) 6-9pm

**Bulkley Valley Research Centre
Seminar Series**

The Bulkley Valley Research Centre has partnered with Northwest Community College to present a noon-hour lecture series on the latest developments in natural and cultural resource management from regional and international scientists and practitioners. The topic will differ every second week. Lectures are free of charge. For the latest topic go to bvcentre.ca.

Note: Please bring your lunch.

CENRES 759 1 hr each FREE

SMI Jan 12-May 4 (We) 12noon-1pm

**Statistics Refresher for Resource
Management Professionals**

In partnership with the Bulkley Valley Research Centre, this NWCC course will review some of the basic statistical techniques used by professionals in the resource management industry. With the advent of modern statistical packages, the analysis of data can be fairly easy, but it is also easy to get inaccurate results. Topics such as sampling and experimental designs will be discussed, as well as some of the common pitfalls in the analysis of data.

Pre-requisite: Basic familiarity with statistics and statistical software would be an asset.

Note: For more info, go to bvcentre.ca.

CEBSNS \$TBA

Spring 2011 Dates TBA Call if you're interested!

Individual Excellence

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics including goal setting, time management, and personal organization. Learn how to improve your creative abilities, gain confidence with financial matters, and minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

CEBSNS 846 \$119

Online at ed2go.com/nwcc

Marketing Your Nonprofit

Under pressure to increase membership, expand program value, attract media, entice donors, and develop volunteers – all while keeping an eye on the bottom line? In the face of stiff competition, more worthwhile causes, more regulations, more watchdog agencies, and fewer funding opportunities, you need to work smarter, not longer. This course will show you how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. Learn how to persuade the media to communicate your organization's message and further its ideals and goals. The instructor will draw on extensive nonprofit experience to share effective, practical, and easy-to-implement strategies you can put to immediate use.

CEBSNS 847 \$119

Online at ed2go.com/nwcc

COMPUTER SKILLS

Welcome to the World of Computers

Welcome to the World of Computers is an easy, fun class for computer novices to learn how to use computers, Windows, the Internet, email, and word processing. The class will start with elementary computer concepts and introduce basic navigation such as mousing, the cursor, the desktop and the taskbar. The basics of Word 2007 including how to create, spell check and print a new document will be introduced. You will then learn the essentials of the Internet and email basics to be able to surf the net with ease. This course is reinforced with practical, hands-on projects and exercises to build your confidence and ensure your success.

CECOMP 835 15 hrs \$249

MAS Jan 12-Feb 9 (We) 1-4pm
RUP Jan 29-Feb 2 (Sa) 9-4pm, (Mo/We) 6-9pm
TER Mar 2-Mar 30 (We) 9-12noon
KIT Dates TBA Call if you're interested!

Intro to Windows

Learn basic commands and functions in the Windows operating system. Upon completion of this course you will be able to log on; customize your desktop; manage files, folders and disks; work with Windows programs; personalize Windows; and more. **Note:** This course or equivalent experience is a prerequisite for all NWCC Continuing Education & Industry Training computer software courses.

CECOMP 745 12 hrs \$199

TER Jan 18-27 (Tu/Th) 6:30-9:30pm
KIT Jan 24-Feb 2 (Mo/We) 6:30-9:30pm

NEW! Microsoft Office 2010: Essentials

Microsoft Office 2010: Essentials is a comprehensive course reviewing Office 2010 for introductory-level students. Although created for beginning computer users, the course provides an in-depth look at computer concepts and the Office 2010 applications. In the first unit, students are introduced to basic computer concepts, including components and computer types, hardware and software, and computer security. The Windows lesson includes Windows XP, Vista, and 7. A new online collaboration lesson covers Web 2.0, cloud computing, social networking, and threaded discussions. The next four units introduce the major Office 2010 applications: Word, Excel, PowerPoint, and Access. This course will conclude with a comprehensive, capstone integration project that incorporate all the skills learned in the course.

CECOMP 858 48 hrs \$675

TER Apr 5-May 26 (Tu/Th) 6:30-9:30pm

Social Network

Social networking and blogging is here to stay. Do you want to keep up with technology and social media outlets like Facebook, twitter and blogs? Learn how to navigate these revolutionary, web-based tools that keep you in touch with new and old friends. Also learn how to protect your privacy, download files safely, and keep your computer secure.

CECOMP 836 6 hrs \$100

TER Feb 12 (Sa) 9-4pm
SMI Mar 14-16 (Mo/We) 6:30-9:30pm

Word (2007) Level 1

This course introduces the basics of Microsoft Word 2007. Participants learn to create and edit documents; save, open and close documents; use the letter wizard and different document formatting methods; move and copy text; proofread and correct documents; use the 'find' and 'replace' features; use the 'zoom' and 'print preview'; understand file management; create envelopes and labels; and more.

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 749 12 hrs \$199

TER Feb 1-10 (Tu/Th) 6:30-9:30pm

Word (2007) Level 2

Learners will be introduced to the intermediate features of Microsoft Word. Learn how to format documents with styles; work with document templates, headers and footers, and special characters; work with tables and perform simple calculations; insert graphics; perform mail merges; customize; and more.

Prerequisite: Word Level 1 or equivalent experience.

CECOMP 750 12 hrs \$199

TER Feb 22-Mar 3 (Tu/Th) 6:30-9:30pm

Word (2007) Level 3

Experienced users will be introduced to the desktop publishing features of MS Word. Topics covered include: creating an index and table of contents; setting up the page layout; working with text boxes; inserting and formatting graphics; creating and using fill-in and on-line forms; using the Drawing and WordArt features; creating charts; and more.

Prerequisite: Word Level 2.

CECOMP 750 12 hrs \$199

TER Mar 15-24 (Tu/Th) 6:30-9:30pm

Internet Safety

Learn safe techniques for you and your family to use the internet or email, from safe downloading, to tracking an IP address, filtering software, chat room safety, and more.

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 770 3 hrs \$45

RUP Mar 2 (We) 6:30-9:30pm

Publisher Level 1

Learn the basics of desktop publishing using MS Publisher, one of the easiest desktop publishing programs available. Participants will review desktop publishing concepts then learn how to create documents like newsletters, flyers, and brochures.

Prerequisite: Intro to Windows or equivalent experience

CECOMP 741 12 hrs \$199

HAZ Feb 1-17 (Tu/Th) 7-9pm
TER Apr 4-13 (Mo/We) 6:30-9:30pm

Keyboarding

Use the computer program FasType to learn the basic skills of touch-typing.

CECOMP 806 12 hrs \$199

HAZ Apr 5-May 12 (Tu/Th) 7-9pm

Computer Basics

This course is designed for those who have very little computer experience and want to be introduced to a wide range of programs. This course will incorporate Internet, email, Word Level 1 and Excel Level 1.

CECOMP 831 12 hrs \$199

HOU Feb 15-24 (Tu/Th) 6:30-9:30pm

PASSPORT TO EDUCATION

High school graduates may be able to use their Passport to Education money to pay for some of the courses in this calendar. For details go to bced.gov.bc.ca/awards/

Excel (2007) Level 1

Microsoft Excel is a versatile tool that makes it easy to analyze, report and share data. Participants learn how to create and use worksheets and charts; enter, edit and format information; build sample worksheets; view different parts of a worksheet simultaneously; view several worksheets at once; and more.

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 722 12 hrs **\$199**
 TER Feb 7-16 (Mo/We) 6:30-9:30pm

Excel (2007) Level 2

Learners in this course are introduced to the intermediate features of Microsoft Office Excel 2007. Participants learn how to create and name ranges of cells; sort a list of data; create a webpage from an Excel worksheet; change cell sizes and alignment; summarize information in the database; change options; protect your worksheets and workbooks; customize your printing options; use drawing tools, and more.

Prerequisite: Excel Level 1 or equivalent experience.

CECOMP 723 12 hrs **\$199**
 HAZ Jan 11-27 (Tu/Th) 7-9pm
 TER Feb 28-Mar 9 (Mo/We) 6:30-9:30pm
 SMI Feb 28-Mar 9 (Mo/We) 6:30-9:30pm

Excel (2007) Level 3

Excel Level 3 is for proficient users of Microsoft Office Excel 2007. Course topics include: how to link workbooks; consolidate information from different worksheets; create a database; create and use pivot tables; use the goal seek and solve function to calculate optimal values; create and run macros; add comments to worksheet cells; create worksheet forms with controls; import and export; and more.

Prerequisite: Excel Level 2 or equivalent experience.

CECOMP 725 12 hrs **\$199**
 TER Mar 21-30 (Mo/We) 6:30-9:30pm

Working With Digital Pictures

Working with several software programs - Windows, Adobe Photoshop, Internet Explorer, and your camera's software - learn about digital imaging including basic features of digital cameras, capturing images, viewing images on LCD screens, image editing software, basic editing tools, printing images, and online photo-sharing. Bring a digital camera to class.

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 801 6 hrs **\$100**
 SMI Jan 31-Feb 2 (Mo/We) 6:30-9:30pm

Webpage Design Level 1

Create webpages with text, graphics and links to other pages. Also learn how to upload pages to a web server. This course will cover web authoring basics, webpage design, HTML enhancements, graphics and publishing.

CECOMP 793 15 hrs **\$249**
 MAS Jan 8-Feb 5 (Sa) 1-4pm
 TER Jan 11-Feb 8 (Tu) 6:30-9:30pm
 RUP Feb 7-12 (Mo-We/Sa) 9-4pm
 HOU Mar 1-15 (Tu/Th) 6:30-9:30pm

PowerPoint Level 1

Microsoft PowerPoint is the most commonly used tool in multimedia presentations. Participants learn how to create and edit slides; create and edit graphs and charts; save, close and open slide shows; view slides; and more.

Prerequisite: Intro to Windows or equivalent experience.

Note: Word Level 1 highly recommended.

CECOMP 739 12 hrs **\$199**
 HAZ Feb 22-Mar 10 (Tu/Th) 7-9pm
 RUP Feb 19-26 (Sa) 9-4pm

PowerPoint Level 2

The main objective of this course is to introduce you to some advanced commands, functions, and capabilities of PowerPoint. It is designed for users who have worked with the basic elements of PowerPoint and now want to expand their knowledge of using PowerPoint to enhance their presentations. Upon successful completion of this course, participants will be able to move efficiently within one presentation or multiple presentations; understand what place holders are; insert or delete a slide; rearrange the order of slides; insert pictures, charts, tables, sound and/or video; record narration; add speaker notes; create handouts; and more.

Prerequisite: PowerPoint Level 1.

CECOMP 802 12 hrs **\$199**
 HAZ Mar 15-Mar 31 (Tu/Th) 7-9pm

Simply Accounting Level 1

This is an introduction to accomplishing basic accounting tasks using Simply Accounting. Participants begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and managing capital expenses. This course reviews accounting fundamentals as they relate to the transaction at hand only.

Prerequisite: Intro to Accounting and Intro to Windows or equivalent experience.
Note: Expect some homework.

CECOMP 711 15 hrs **\$249**
 SMI Feb 7-Feb 21 (Mo/We) 6:30-9:30pm
 TER Mar 1-15 (Tu/Th) 6:30-9:30pm
 MAS Feb 23-Mar 23 (We) 5:30-8:30pm

Simply Accounting Level 2

Participants are introduced to the advanced functions and capabilities of Simply Accounting. Topics include: setting up bank reconciliations; working with credit/debit card transactions; creating a budget; handling project/department accounting; managing inventory; working with additional payroll features including employee benefits, payroll runs, vacation pay and T4 slips; working with foreign currencies; handling bad debts and PST/HST remittances; and more.

Prerequisite: Simply Accounting Level 1.

CECOMP 712 15 hrs **\$249**
 TER Mar 22-Apr 5 (Tu/Th) 6:30-9:30pm

CONTRACT TRAINING

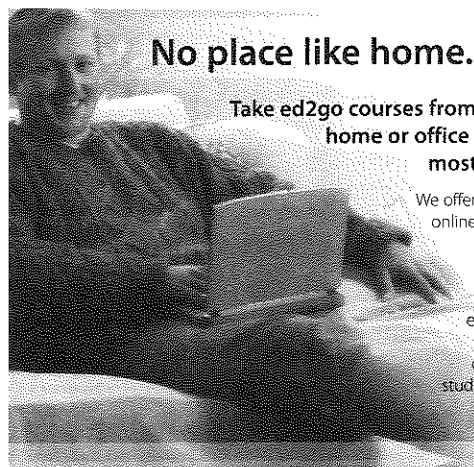
Call your local campus for more information about contract training. Whether you are looking to schedule a program listed in this calendar, or a specialized course specific to your work place, we can create a training solution for you.

Intro to Microsoft Excel 2010

Even non-techie beginners will find it easy to learn Excel in this fun, step-by-step online course. The course will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons.

CEBSNS 843**\$119**Online at ed2go.com/nwcc**Photoshop CS3 for the Digital Photographer**

Adobe Photoshop CS3 is a powerful software solution that provides support and specialized editing tools for digital photographers and graphic artists. Learn how to select and use the professional techniques that are most helpful to photographers. Designed for those with no image-editing experience, this class will take students from novices to accomplished users. You'll learn simplified processes for correcting flaws in your images, enhancing the final product, adding text, and preparing image files for email and the Web, all while learning the powerful tools that make this program so popular and unique in the world of digital editing. You'll come away with a collection of useful techniques and see amazing results in your images before you finish the course.

CEGENI 861**\$119**Online at ed2go.com/nwcc**No place like home.**

Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

We offer you hundreds of engaging online courses for adults, covering every topic from SAT Test Preparation to Web Design.

Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

Learn more at:
www.ed2go.com/nwcc
or call
(250) 638-5473

CULINARY CUISINE**Introduction to Wine Tasting**

Learn what to look for in a good wine using all of your senses. Participants will be introduced to different wine varieties in this relaxing evening workshop.

Note: Participants must be a minimum of 19 years of age and are asked to NOT wear strong perfumes or cologne.

CEGENI 865 3.5 hrs**\$45+hst**

HOU Apr 29

(Sa) 7-10:30pm

NEW! Working with Phyllo Pastry

Phyllo pastry is probably one of the most misunderstood members of the pastry world. Come and experience how easy, versatile and accessible it can be to cook savories and sweets with phyllo.

Note: Participants are required to bring their own supplies and ingredients. Please pick up your supply list at the NWCC Smithers Campus. You will take home the pastry dishes you make. Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 870 3 hrs**\$55+hst**

SMI Feb 19

(Sa) 9-12noon

Sausage Making

Explore the art of making sausage from one of NWCC's professionally trained culinary chefs and butchers. Learn to incorporate different meats and spices to make delicious tasting sausages.

Note: Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 830 6 hrs**\$99+hst**

TER Apr 9

(Sa) 9-4pm

ASK FOR THE COURSE YOU WANT!

If you don't see the course you want or the course you want is being offered at another campus, let your local Continuing Education & Industry Training department know. Upon sufficient demand, the course will be scheduled.

Meat Cutting

Learn basic meat cutting and apply it to domestic butchering or big game through demonstrations and hands-on experience. Learn sanitation, how to wrap and package meat for the freezer, and the care and safe operation of meat cutting equipment.

Note: Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 775 6 hrs**\$99+hst**

TER Apr 2

(Sa) 9-4pm

Thrill of the Grill

A new variety of recipes and dishes are prepared in this popular barbecue class. All foods - from appetizers to desserts - are prepared on the grill. Bring your appetite because all participants are treated to deliciously barbecued meats and veggies!

Note: Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 747 6 hrs**\$99+hst**

TER Jun 4

(Sa) 9-4pm

Culinary Experience: Italian

Chi mangia bene, mangia Italiano! Traditional recipes take a new twist in this fun and interactive day of cooking. Participants will enjoy the variety of recipes that our Chef chooses for this Italian experience.

Note: Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 802 6 hrs \$99+hst

TER Feb 12 (Sa) 9-4pm
SMI Feb 26 (Sa) 9-4pm
HOU Dates TBA Call if you're interested!

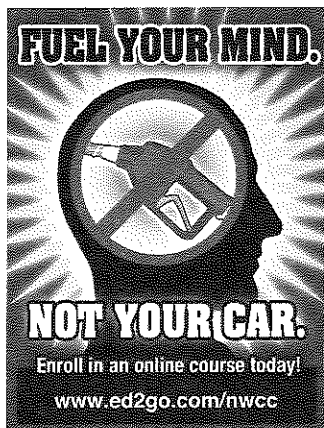
Culinary Experience: Thai

Learn to prepare authentic tasting Thai food. Rather than learning to blindly follow recipes, learn to cook with all your senses. The main ingredients in Thai cuisine are introduced along with the concept of balancing the five flavour groups to get exactly the taste you desire.

Note: Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 809 6 hrs \$99+hst

TER Apr 23 (Sa) 9-4pm
HOU Dates TBA Call if you're interested!

**DOUBLE CHECK COURSE INFO!**

Dates, locations and prices may change after this calendar has been printed. Check your registration statements carefully to confirm the dates and times of your course. In cases of price differences, the price on your registration statement is considered final.

Culinary Experience: Greek

Discover the flavours of Greece. This is a hands-on experience as complete menus are prepared.

Note: Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 808 6 hrs \$99+hst

TER Jan 8 (Sa) 9-4pm
HOU Apr 16 (Sa) 10:30-4:30pm

Healthy Eating Part I

Are you looking for alternatives to cooking without sugar? In this one-day class you will learn creative solutions to sweetening your recipes. The instructor will cover different ideas for breakfast and lunch.

Note: Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 842 6 hrs \$99+hst

RUP Jan 29 (Sa) 9-4pm

ELDERCOLLEGE**What is ElderCollege?**

No pressure, deadlines, boredom or exams. ElderCollege provides learning opportunities for adults aged 50 or older who wish to enrich their lifestyle through self-directed education, and contribute to the social and cultural development of their community. It designs and offers quality education activities to stimulate interests in learning. It also provides a forum for sharing ideas and knowledge with others.

If you are interested in exploring ideas, sharing laughter and making new friends, we invite you to discover learning for enjoyment.

Protect Yourself from Fraud

Fraud is the number one crime against seniors. Seniors can be targeted through the internet, phone, mail and door-to-door salespeople. Learn how to protect yourself, deal with unwanted solicitation and report these practices. Receive tips and become informed with our local Smithers Prevention Community Safety Officer.

CEELDR 745 2 hrs \$10+hst

SMI May 4 (We) 9-11am

NEW! Hanging Baskets & Container Arrangements

Let someone in the business teach you the type of annuals and perennials to use when arranging hanging baskets and containers. Please dress for the weather as this is an off-campus session.

CEELDR 746 2 hrs \$10+hst

SMI Apr 14 (Th) 10-12noon

Introduction to Yoga

Yoga is a form of exercise that can be adapted to your needs and abilities. It can be done by everyone, and deals with your whole being. It makes your body fitter, and the mind calmer and more relaxed. Yoga is also beneficial in the prevention and control of common health and emotional problems that are linked with age. Yoga aims to quiet the mind as you exercise the body.

CEELDR 732 1 hr/class \$15+hst

SMI Jan 25-Feb 8 (Tu) 1:30-2:30pm

THURSDAYS AT HAZELTON CAMPUS

Upper Skeena ElderCollege meets every Thursday from 1pm to 3pm at NWCC Hazelton Campus. For upcoming workshops, contact the Hazelton Campus at 250.842.5291 or Toll Free 1.877.277.2288 Ext. 5505.



EXPLORATION & MINING



Since its inception in 2004, Northwest Community College's School of Exploration & Mining (SEM), in partnership with Smithers Exploration Group and the Province of BC, has taken a leadership role in providing training for the minerals industry workforce in Northern BC communities.

SEM develops and delivers essential courses and programs in a practical and applicable way. This means job-ready skills and employment for students – of more than 600 SEM graduates, more than 70% have found employment or returned to school.

SEM is the premier instructional provider for workers in BC's minerals and exploration industry. And, it's the go-to organization for companies seeking qualified employees. Key partnerships with industry stakeholders ensure SEM training is responsive to current industry needs and companies have access to skilled workers.

SEM's innovative program design, strategic partnerships, and commitment to social and environmental responsibility have been recognized through several provincial and international awards.

Mining Exploration Field Assistant

Taught in a remote outdoor tent-camp, this hands-on field training provides transferable skills for resource-based industries with a focus on exploration and mining. Graduates are safety-conscious workers ready to meet the physical demands of entry-level employment in the field. After the course, participants have the opportunity to work with an Employment Advisor who assists graduates in gaining employment. Potential employers include expeditors, mining consultants, and drilling, junior exploration, and geoscience companies.

Course Topics Include: Orientation, Employer Expectations & Field Protocols; Bear Awareness; Basic Wilderness Survival; Helicopter Safety; Personal Protective Equipment; Navigation Skills using Compass, GPS & Maps; Field Communications; Sampling Rocks, Soils & Silts; Splitting & Labeling Core; Grid Layouts & Line Cutting; Camp Assembly & Management; Equipment Knowledge, Handling, & Safety; and Teamwork.

Corequisites: Occupational First Aid Level 1 with Transportation Endorsement; applicants must be 19 years of age or older at the time of the course. A resume, letter of reference, and reading and graphic assessment are required for acceptance into the course. Contact the NWCC Smithers Campus to apply.

CENREN 714 72 hrs \$750

SMI Dates TBA

Full-time

Drill Core Technician Basic Training

The quality of information provided by a Core Technician plays an important role in the prediction and definition of ore bodies. The Drill Core Technician course teaches students how to handle drill core and collect important technical data for diamond drilling projects.

Course Topics Include: Safe Work Procedures; Employer Expectations; Handling, Labelling, Organizing, & Storing Core Boxes; Measuring Core and Recording Technical Data; Splitting and Sampling Core; Quality Assurance/Quality Control of Data; and Familiarization with Diamond Drilling.

Drill Core Technician is a physically and mentally demanding position that requires frequent carrying of up to seventy-five pound (35 kg) core boxes. Core Techs accurately measure, calculate, and record technical data. Training will take place in a core shack environment to replicate actual working conditions. Industry and job related field trips will be taken.

Prerequisite: Applicants must be 18 years of age or older at the time of the course. A resume and a reading and math assessment are required for acceptance into the course. Contact the NWCC Smithers Campus to apply.

CENREN 741 48 hrs \$995

TER Feb 2011 Dates TBA Call if you're interested!

Camp Operations

Learn to efficiently build and maintain fully operational camps used in remote work sites in exploration, forestry, and guide outfitting. Taught by industry-experienced instructors, training will begin in the classroom and carry on to an outdoor tent-camp.

Course Topics Include: Job Expectations and Opportunities; Camp Operations, Roles, and Responsibilities; Safe Work Practices including: Personal Protective Equipment, Hazard Identification and Control, Camp Site Assessments and Inspections, and Camp Layout in terms of Fire Safety and Wildlife Concerns; Building and Maintaining a Remote Tent Camp; Organizing and Loading Temporary Camps; and Small Engine Repair and Troubleshooting.

Industry Related Certificates Included in the Program: WHMIS; Occupational First Aid Level 1; Transportation Endorsement; FoodSafe Level 1; Helicopter Safety; Bear Awareness; Propane Handling Safety; Spill Response; Chainsaw Safety; S-100 Fire Suppression; and Transportation of Dangerous Goods.

Prerequisite: Applicants must be 19 years of age or older at the time of the program. A resume, letter of reference, and a reading and math assessment are required for acceptance into the program. Contact the NWCC Smithers Campus to apply.

CENREN 743 356 hrs \$1,500

SMI Spring 2011 Dates TBA

Full-time

WIN A PRIZE!

Join the 'Northwest Community College School of Exploration & Mining' Facebook group for the chance to win prizes, find employment and learn about upcoming courses.

Environmental Monitor Assistant Program (EMAP)

Tailored to the needs of Northern BC, this camp-based training program prepares students for entry-level fieldwork with a focus on environmental monitoring. Graduates will have the practical and technical skills necessary to assist biologists, technicians, engineers, researchers, and environmental monitoring professionals. Potential industries for employment include construction, natural resources, exploration and mining, agriculture, environmental and government agencies.

Course Topics Include: Environmental Terminology; Data Collection Methods and Information Management; Monitoring Aquatic Environments - Including Fish Habitat, Basic Hydrology, and Stream Surveys; Monitoring Terrestrial Environments - Including Soils, Vegetation, and Wildlife; Construction Site Monitoring; Site Characterizations and Reclamation; Traditional Knowledge; Measurement Systems and Tools; and Equipment Set-up and Operation.

Industry-Related Certificates Included in the Program: Occupational First Aid Level 1; Transportation Endorsement; WHMIS; Bear Awareness; and Spill Response.

Students will also learn essential bush skills including navigation using a compass, GPS, and maps; helicopter safety; field communications; and wilderness survival.

Prerequisite: Applicants must be 18 years of age or older at the time of the program. A resume, reading and math assessment, and criminal record check are required for acceptance into the program. Contact the NWCC Smithers Campus to apply.

CENREN 760 660 hrs **\$TBA**
SMI Dates TBA Full-time

MINING-RELATED NWCC COURSES

Refer to the First Aid, Health & Safety Training, and the Workforce & Industry Training sections of this calendar for information on more exploration and mining industry-related courses.

- **Expediting for Camps**
- **Intro to Camp Operations**
- **Occupational First Aid (OFA) Levels 1 - 3**
- **Transportation Endorsement**
- **Transportation of Dangerous Goods**
- **WHMIS**

Prospector Basic Training

This course is for people interested in prospecting for fun and profit. The course provides basic information required to become a successful prospector and may also be of interest to the amateur rock hound. Participants learn rock and mineral identification; on-line claim staking and claim management; basic geology and mineral deposits; and rock, soil, and stream sediment sampling. Students participate in a prospector field day.

CENREN 711 48 hrs **\$745**
SMI May 30-Jun 4 (Mo-Sa) 8:30-5:30pm

Surface Diamond Driller's Helper

In consultation with BC drilling companies, this training has been developed to provide the knowledge and skills necessary to work safely and competently as an entry-level Driller's Helper. Training takes place on an operating drill with significant hands-on experience, and competency-based instruction. NWCC's Surface Diamond Driller's Helper graduates are safety-conscious, reliable, responsible, certified, and pre-screened for Industry.

Program Topics Include: Core Recovery; Hand and Power Tools; Lifting Devices and Pumps; and Expectations and Responsibilities.

Industry-Related Certificates Included in the Program: Helicopter Safety; Spill Response; Chainsaw Safety; Bear Awareness; Occupational First Aid Level 1; Transportation Endorsement; WHMIS; Propane Handling; and Transportation of Dangerous Goods.

Prerequisite: Applicants must be 18 years of age or older at the time of the program. A resume, reading and math assessment, and reference check are required for acceptance into the program. Contact the NWCC Smithers Campus to apply.

CENREN 738 85 hrs **\$2,995**
SMI April 2011 Dates TBA Full-time

Contact your local campus if you're interested in taking this course! The course will be scheduled upon sufficient demand.

Metal Leaching & Acid Rock Drainage

Designed as a professional development course for individuals working in the industry and with government agencies, this course provides a practical understanding of metal leaching and acid rock drainage (ML/ARD), the major environmental and reclamation challenges faced by the mining industry. ML/ARD is a multi-disciplinary subject, involving a large number of processes, each with demanding information requirements. It is also an applied science, with much of the current knowledge residing in company reports and leading industry practitioners and regulators.

This course provides a basic understanding of the procedures used to assess and prevent potential ML/ARD impacts. Much of the time is spent touring mines in the Smithers area, which are world leaders in ML/ARD mitigation. The tours allow participants to observe state of the art ML/ARD practices.

Participants gain experience in how ML/ARD test work is conducted, mitigation plans are developed, and how challenges are dealt with. In addition to the mine tours, ML/ARD practices and the underlying theory are illustrated using case studies drawn from the instructors' experience with mines in Canada and throughout the world.

CENREN 712 35 hrs **\$1,600**
SMI Dates TBA Call if you're interested!

REFUND POLICY

Make sure you're aware of our refund policy. Turn to page 2 of this calendar for more information.

HANDS-ON FIELD SCHOOLS AT NWCC

NWCC offers a variety of University Credit field schools in addition to its award-winning School of Exploration & Mining. Students earn course credits while exploring beautiful Northwest BC.

NEW! Art of the Northwest Coast Field School

The focus of this unique Field School on the Art of the Northwest Coast is to provide the learners an overview of Northwest Coast First Nations art and culture through lectures, images, guest presentations and field trips. Specific field trips take students, for example, to 'Ksan Historical Village and Museum, Kitselas Canyon, the Museum of Northern BC, and the Centennial Museum in Kitimat.

Haida Gwaii Field School

This field school takes place in the beautiful Queen Charlotte Islands, also referred to as Haida Gwaii. Students will experience the unique and delicate ecology of the Islands, and the rich amazing Haida people, and their history and culture. The 100-level courses will have an interdisciplinary focus, and will include perspectives of cultural landscapes, and Haida relationship to the land and nature. Students will be guided by Haida Elders, and/or other key Haida people. Significant sites in Haida Gwaii will be explored, including a special field trip to Gwaii Haanas National Park Reserve. In Gwaii Haanas, students may partake in kayaking and boat trips to significant archaeological and cultural sites in the area.

Call your local NWCC campus for more information!

NEW! Stewart/Telegraph Creek Field School

This field school is field-based and explores significant local sites, including Stewart and Telegraph Creek. Students are introduced to the region's amazing geology, geography and anthropology, including Mt. Edziza and the ancient and extensive obsidian trade. The field school takes place the end of August, and includes the grizzly bear viewing platform in Hyder, Alaska. A special field trip will be taken to Telegraph Creek, where students will be guided by Tahltan Elders, and/or other key Tahltan people.

Kitlope Field School

NWCC — in partnership with the Haisla Elders, Hereditary Chiefs, the Na na kila Institute, and Rio Tinto Alcan — offers the Kitlope Field School. Students integrate the disciplines of anthropology and geography, achieving a holistic approach to the understanding of Northwest Coast First Nations culture and human geography. These courses incorporate a significant field studies component, including a five-day excursion case study, learning with Haisla/Henaaksiala Elders in the Kitlope Heritage Conservancy, the largest pristine temperate coastal rainforest in the world.

FIRST AID, HEALTH & SAFETY

Occupational First Aid (OFA) Level 1

This WorksafeBC class provides training in basic first aid skills including C-spine control, respiratory and circulatory emergencies, minor soft tissue injuries, accurate completion of the required documentation, as well as modules on the identification and management of stroke, diabetes, seizures and fainting. Students will receive their OFA Level 1 tickets, valid for three years, upon successful completion of a written exam and practical evaluation by the instructor. This course includes the use of automated external defibrillator (AED) trainers.

Prerequisite: Participants must be 16 years or older. Bring photo ID to class.

Note: Fee includes course textbook and materials. 100% attendance is mandatory. Students more than 15 minutes late are not admitted to class. NO refunds are given. Students are given half an hour for lunch.

CEFAID 706 7 hrs

\$109

MAS Jan 14	(Fr) 8:30-4:30pm
SMI Jan 21	(Fr) 8:30-4:30pm
HAZ Jan 22	(Sa) 8:30-4:30pm
TER Jan 22	(Sa) 8:30-4:30pm
HOU Jan 27	(Th) 8:30-4:30pm
QC Jan 28	(Fr) 8:30-4:30pm
RUP Jan 29	(Sa) 8:30-4:30pm
SMI Feb 5	(Sa) 8:30-4:30pm
KIT Feb 5	(Sa) 8:30-4:30pm
HAZ Feb 26	(Sa) 8:30-4:30pm
QC Mar 4	(Fr) 8:30-4:30pm
TER Mar 5	(Sa) 8:30-4:30pm
MAS Mar 11	(Fr) 8:30-4:30pm
SMI Mar 11	(Fr) 8:30-4:30pm
RUP Mar 12	(Sa) 8:30-4:30pm
HOU Mar 14	(Mo) 8:30-4:30pm
HAZ Mar 19	(Sa) 8:30-4:30pm

KIT Mar 26	(Sa) 8:30-4:30pm
MAS Apr 8	(Fr) 8:30-4:30pm
SMI Apr 8	(Fr) 8:30-4:30pm
HOU Apr 14	(Th) 8:30-4:30pm
HAZ Apr 16	(Sa) 8:30-4:30pm
TER Apr 16	(Sa) 8:30-4:30pm
HOU May 2	(Mo) 8:30-4:30pm
HOU May 4	(We) 8:30-4:30pm
QC May 6	(Fr) 8:30-4:30pm
HAZ May 14	(Sa) 8:30-4:30pm
SMI May 14	(Sa) 8:30-4:30pm
HOU May 16	(Mo) 8:30-4:30pm
HOU May 18	(We) 8:30-4:30pm
MAS May 27	(Fr) 8:30-4:30pm
SMI May 27	(Fr) 8:30-4:30pm
HAZ May 28	(Sa) 8:30-4:30pm
TER May 28	(Sa) 8:30-4:30pm
SMI Jun 10	(Fr) 8:30-4:30pm
KIT Jun 11	(Sa) 8:30-4:30pm
HAZ June 18	(Sa) 8:30-4:30pm
TER Jun 25	(Sa) 8:30-4:30pm
SMI Jul 8	(Fr) 8:30-4:30pm
HAZ Jul 16	(Sa) 8:30-4:30pm
TER Jul 30	(Sa) 8:30-4:30pm
TER Aug 27	(Sa) 8:30-4:30pm

Occupational First Aid (OFA) Level 1 Instructor Training

Learn the skills and material to become an Occupational First Aid Level 1 and Transportation Endorsement instructor.

Prerequisites: You must have a current OFA Level 3 ticket. In addition, you must sit-in on an Occupational First Aid Level 1 class and a Transportation Endorsement class prior to this course. Note that most employers will be looking for instructional skills workshops (ISW), train-the-trainer or past instructional experience. Upon successful completion, you will receive a certificate stating that you have completed OFA Level 1 & Transportation Endorsement Instructor Training. To obtain a job with a first aid agency you must meet their hiring qualifications.

CEFAID 809 42 hrs

\$1,265

SMI Jan 29-Feb 4	(Sa-Fr) 8:30-4:30
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Transportation Endorsement

This course is designed to deliver the skills and knowledge needed to manage life threatening emergencies and transport injured/ill workers to medical aid. These skills are necessary if the worksite is more than twenty minutes from medical aid.

Note: Successful completion of this WorkSafe BC certified course results in a certificate valid for three years. Evaluation is conducted by the instructor. Fee includes course book.

Prerequisite: OFA Level 1 certificate.

CEFAID 707 7 hrs**\$109**

MAS Jan 21	(Fr) 8:30-4:30pm
HAZ Jan 23	(Su) 8:30-4:30pm
TER Jan 23	(Su) 8:30-4:30pm
HOU Jan 28	(Fr) 8:30-4:30pm
QC Feb 4	(Fr) 8:30-4:30pm
SMI Feb 6	(Su) 8:30-4:30pm
KIT Feb 6	(Su) 8:30-4:30pm
HAZ Feb 27	(Su) 8:30-4:30pm
TER Mar 6	(Su) 8:30-4:30pm
SMI Mar 12	(Sa) 8:30-4:30pm
HOU Mar 15	(Tu) 8:30-4:30pm
HAZ Mar 20	(Su) 8:30-4:30pm
SMI Apr 9	(Sa) 8:30-4:30pm
HOU Apr 15	(Fr) 8:30-4:30pm
HAZ Apr 17	(Su) 8:30-4:30pm
HOU May 3	(Tu) 8:30-4:30pm
HOU May 5	(Th) 8:30-4:30pm
QC May 13	(Fr) 8:30-4:30pm
HAZ May 15	(Su) 8:30-4:30pm
SMI May 15	(Su) 8:30-4:30pm
HOU May 17	(Tu) 8:30-4:30pm
HOU May 19	(Th) 8:30-4:30pm
HAZ May 29	(Su) 8:30-4:30pm
MAS Jun 3	(Fr) 8:30-4:30pm
SMI Jun 11	(Sa) 8:30-4:30pm
KIT Jun 12	(Su) 8:30-4:30pm
HAZ Jun 19	(Su) 8:30-4:30pm
TER Jun 26	(Su) 8:30-4:30pm
HAZ Jul 17	(Su) 8:30-4:30pm
TER Aug 28	(Su) 8:30-4:30pm

Occupational First Aid (OFA) Level 3

This course is based on First Aid theory and practical skill development. It includes skills necessary to effectively manage workplace medical emergencies. OFA Level 3 certification requires an examination (written, oral, and practical) conducted by a certified examiner following course completion.

Prerequisite: A self-declaring medical form must be filled out. Participants must be 16 years of age. (Restrictions do apply.)

Note: Please register one week prior to class start. This course includes the use of automated external defibrillators. Course participants must score at least 70% on all portions of the exam in order to be issued an OFA Level 3 certificate valid for three years from the date of the exam. Course fee includes text, materials, and exam fee. If the Level 3 certificate has been expired for more than 2 years, the candidate must take a full course of instruction.

CEFAID 709 77 hrs**\$729**

MAS Feb 15-Mar 2	(Mo-Fr) 8:30-5:30pm
SMI Feb 11-Mar 1	(Mo-Fr) 8-4pm
TER Feb 14-Mar 1	(Mo-Fr) 8:30-4:30pm
HOU Mar 28-Apr 13	(Mo-Fr) 8-4:30pm
TER May 2-17	(Mo-Fr) 8:30-4:30pm

Check your registration statement for exact dates and times.

Occupational First Aid (OFA) Level 3 Refresher

This course is designed for experienced and qualified candidates who have two OFA level 2 renewals and a ticket that has not expired. This course will refresh participants in First Aid theory and practical skills necessary to successfully complete the oral, written and practical examination required for certification.

CEFAID 708 35 hrs**\$499**

HOU Apr 4-13

(Mo-Fr) 8-4:30pm

Occupational First Aid (OFA) Level 3 Challenge Exam

The Occupational First Aid Level 3 Challenge Exam is an opportunity to challenge the written, oral and practical exam conducted by a certified examiner. There will be no instructor support.

Note: Course participants must score at least 70% on all portions of the exam in order to be issued an OFA Level 3 certificate valid for three years from the date of the exam. If the Level 3 certificate has been expired for more than 2 years, the candidate must take a full course of instruction.

CEFAID 755 7 hrs**\$150**

HOU Apr 13

SMI Dates TBA

(We) 8:30-4:30pm

Call if you're interested!

NEW! Paramedic in Industry

Upon successful completion of this course, a PCP, ACP or CCP licence holder will be granted an OFA Level 3 Paramedic in Industry Certificate valid for three years. This can count as 20 Continuing Medical Education Credits.

Note: Participant guide and textbooks are included in fee. A pre-course study requirement must be completed before class.

Prerequisite: Current EMA licence required to take this course.

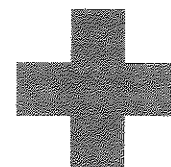
CEFAID 799 4 hrs**\$139**

Feb 11

(Fr) 8:30-12:30pm

REPLACING YOUR CERTIFICATES

Replacement certificates can be issued for most courses for only \$10. Call today if you need one or more of your course certificates replaced.



Canadian Red Cross

Red Cross CPR Level 'C'

This Red Cross CPR course includes recognizing the signals and responding to cardiovascular emergencies, accessing the Emergency Medical System, rescue breathing, and treatment for conscious and unconscious choking situations. Level 'C' covers Adult, Child, Infant and two-Rescuer CPR. Automated external defibrillation content and certification is included. Successful participants receive certification valid for three years.

CEFAID 703 6 hrs**\$100**

HOU Jan 15	(Sa) 9-4pm
TER Feb 12	(Sa) 9-4pm
HAZ Mar 12	(Sa) 8:30-4:30pm
KIT Mar 19	(Sa) 9-4pm
TER Apr 2	(Sa) 9-4pm
HAZ May 7	(Sa) 8:30-4:30pm
TER May 21	(Sa) 9-4pm
KIT Jun 18	(Sa) 9-4pm
TER Jul 16	(Sa) 9-4pm
TER Aug 13	(Sa) 9-4pm

Red Cross Standard First Aid

Learn all the elements of First Aid including heat and cold injuries, poisons, medical conditions, bone, joint, head and spinal injuries. This course includes CPR certification.

CEFAID 712 16 hrs**\$199**

TER May 14-15

(Fr/Sa) 8:30-5:30pm



Red Cross Childcare Emergency First Aid & CPR

This interactive course is recommended for individuals who care for babies or children at home. The course covers skills needed to recognize, prevent and respond to cardiovascular emergencies for adults, children, and babies. Course topics include choking, airway and breathing emergencies, prevention of disease transmission and an introduction to AED (Automated External Defibrillation).

Note: Successful participants receive certification valid for three years.

CEFAID 702 8 hrs \$119

KIT Feb 26	(Sa) 8-5pm
TER Mar 26	(Sa) 8-5pm
MAS Apr 9	(Sa) 8:30-5:30pm
HAZ Apr 30	(Sa) 8:30-5:30pm
KIT May 28	(Sa) 8-5pm
TER Jun 4	(Sa) 8-5pm

Red Cross Wilderness and Remote First Aid & CPR

This basic level course is for individuals who recreate or live in isolated or wilderness settings and need to respond to emergencies when advanced care is not immediately available. The course covers material in the Red Cross Standard First Aid and CPR course plus special material on techniques for wilderness and remote areas. It also offers strategies to provide extended care for up to 24 hours.

CEFAID 783 26 hrs \$450

QC Mar 10-15	(Th) 1-5pm,
	(Fr/Mo/Tu) 8:30-5:30pm
MAS Mar 16-18	(We-Fr) 8:30-5:30pm

NEW! Red Cross Oxygen Administration

Learn how to operate various oxygen delivery devices, as well as respond to and treat respiratory emergencies. This course is applicable to those who may be required to use oxygen as a First Aid skill in the workplace.

Prerequisite: Participants must hold current CPR Level C or CPR Level HCP.

CEFAID 812 4 hrs \$74

TER Apr 30 (Sa) 9-1pm

Red Cross Marine Basic First Aid

This course provides comprehensive First Aid and CPR techniques with scenarios taken from the marine/fishing industry.

CEFAID 705 16 hrs \$199

QC Mar 5-6	(Sa/Su) 8:30-5:30pm
RUP Apr 30-May 1	(Sa/Su) 8:30-5:30pm

Red Cross Babysitting

This Red Cross course is for participants 11 to 15 years of age. Students cover First Aid, fire safety, accident prevention, and how to care for and entertain children at various stages of development. This is a fun, rewarding program for young entrepreneurs to learn safety and awareness.

Note: The course fee includes the course manual. Bring a bag lunch/snack.

CEFAID 715 8 hrs \$100

HAZ May 14 (Sa) 8:30-5:30pm

NO HST

Most NWCC Continuing Education & Industry Training have no HST charges. If HST is to be paid, it is specifically noted in this calendar.

GENERAL INTEREST

NEW! Intro to Beekeeping

Learn beekeeping management, bee biology and behavior, crop pollination and management of bee diseases and pests. This two-day course also includes a hands-on field visit and incorporates a variety of real-life scenarios related to beekeeping. Note: Reference materials provided.

CEGENI 871 14 hrs \$279+hst

SMI June 18-19 (Sa/Su) 8:30-4:30

NEW! Living Off the Grid

This course is an introduction to how to live off the hydro grid. The instructor has lived off the grid for more than 15 years. Solar power and battery power will be discussed. Note: Your own transportation will be required for a field trip.

CEGENI 872 3 hrs \$25+hst

SMI May 28 (Sa) 9-12noon

Welcome to Digital Photography

This course is an easy and fun way to learn how to buy and use a digital camera. Start with the basics of using your camera's customized settings, including shooting modes, flash, self-timer, and drive modes. The second half of the class teaches how to use the customized manual settings. Topics include exploring exposure, resolution, compression, and file formats. You will also learn how to adjust color and use accessories like lens hoods, tripods, and lens adaptors. By the end of this class you will be able to produce a well composed photograph. Note: Bring a digital camera to class.

CEGENI 854 18 hrs \$229+hst

TER Feb 15-Mar 15	(Tu/Th) 6:30-8:30pm
TER May 23-Jun 20	(Mo/We) 6:30-8:30pm

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Conversational Spanish Level 1

This course offers instruction in every day use of Spanish including pronunciation, reading, vocabulary, and basic grammar. Participants learn to carry on basic communications in Spanish. The course is perfect for those planning on vacationing in Mexico or other Spanish speaking countries, or for students interested in learning another language.

CELANG 707 20 hrs \$139+hst

HAZ Jan 18-Mar 1 (Tu/Th) 7-8:30pm

Conversational Spanish Level 2

"Como esta?" This is a continuation in the study of Conversational Spanish Level 1 course where you will build on the knowledge previously learned. Increase your knowledge of the Spanish language and practice your pronunciation skills.

CELANG 708 18 hrs \$139+hst

TER Jan 25-Feb 22 (Tu/Th) 6:30-8:30pm

NEW! Start a Pet Sitting Business

Course participants will learn the essentials of running a cat and dog sitting business, discovering how to provide quality pet care while maximizing their profits. In addition, they will examine ways to expand their businesses by adding new and lucrative pet-care services.

CEGENI 852 \$119

Online at ed2go.com/nwcc

Write Your Life Story

Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you've ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your story, just like the authors of the bestselling *Rocket Boys* and *Angela's Ashes*. This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell.

CEGENI 864 \$119

Online at ed2go.com/nwcc

Music Made Easy

Gain a complete understanding of rhythm, melody, and harmony, and be able to recognize pitches on the musical staff and on the keyboard. Each lesson in this course will build on previous lessons, while introducing new musical concepts. The course begins with an introduction to rhythm and the various aspects of rhythm including beat, meter, note, and rest values. You'll then learn about the role of melody in music, and gain proficiency in identifying pitches by octave, building major scales, and understanding the role of keys in creating melodies. Explore the keyboard in full detail, with an emphasis on the structure of major scale and the signatures of major keys. By the time you complete this comprehensive and full-featured course, you'll be able to read, write, and even play simple musical pieces on a keyboard.

CEGENI 857 \$119

Online at ed2go.com/nwcc

HEALTH & WELLNESS**Neck and Back Self-Care**

Learn habits and exercises to help you get relief from neck and back pain. This course includes basic anatomic principles related to posture and helps you identify risks in your personal life, which can cause unnecessary pain. You will learn about healthy preventive habits and practice core strengthening and flexibility exercises. This course is not designed for those with conditions requiring medical treatment. **Note:** Wear comfortable clothing.

CEHLTH 703 3 hrs \$35

RUP Feb 24 (Th) 6-9pm

NEW! Managing Your Stress

Stress affects us both physically and emotionally. This interactive seminar will explore individual and organizational sources of stress and the resulting consequences. It focuses on possible solutions and identifies concrete tactics that work in the real world. Learn stress management techniques for both personal and professional use.

CEHLTH 702 3 hrs \$35

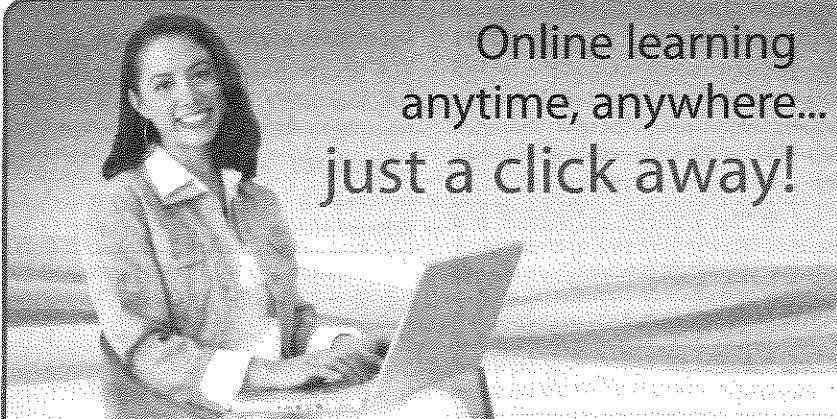
RUP Feb 22 (Tu) 6-9pm

Lose Weight and Keep It Off

Discover how to establish a healthy approach to weight loss and weight maintenance. Master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.

CEHLTH 262 \$119

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MARINE

Marine Emergency Duties MED - A3

MED-A3 is a basic personal safety training certificate course mandatory for persons working as crew members of fishing vessels or small commercial vessels shorter than 12 metres in length, operating no more than 25 miles offshore. Transport Canada requirements state that every member of the complement of a ship shall, before the member has completed six months on board ships, obtain a certificate of member's successful completion of training at a recognized institution in marine emergency duties with respect to basic safety.

CENAUT 709 8 hrs \$175

MAS Mar 22	(Tu) 8:30-5:30pm
QC Mar 26	(Sa) 8:30-5:30pm
RUP Mar 5	(Sa) 8:30-5:30pm
RUP May 14	(Sa) 8:30-5:30pm

Restricted Operator Certificate – Maritime (ROC-M)

This maritime radio course teaches emergency radio procedures and everyday operating techniques for you and your family. The course also prepares you for the Restricted Operator Certificate – Maritime with Digital Selective Calling (DSC) endorsement examination.

CENAUT 713 12 hrs \$250

MAS Mar 11-18	(Fr) 9-3pm
RUP Mar 12-13	(Sa/Su) 9-4pm
RUP May 7-8	(Sa/Su) 9-4pm
QC May 20-21	(Fr/Sa) 9-3pm

Small Vessel Operator Proficiency

This course provides basic theoretical knowledge to people with specified practical skills and experience in commercial (non-recreational) power driven vessels. On completion of the course, students will have the skill and knowledge to take charge of a vessel under 15 gross tons operating in designated waters. The SVOP Certificate is valid for the operators of a small non-passenger commercial vessel. This may be a fish farm utility boat, a small trading vessel or patrol vessel (Canadian Coast Guard, police, conservation, fireboats and fisheries vessels, etc.) under eight metres LOA and five gross tons operating in Home Trade 4 and minor waters limits. **Note:** This license is not valid for a vessel of any size engaged in towing.

**CENAUT 716 28 hrs
\$439 in RUP /\$570 in QC & MAS**

RUP Mar 7-10	(Mo-Th) 8:30-4:30pm
MAS Mar 23-26	(We-Sa) 8:30-5:30pm
QC Mar 28-31	(Mo-Th) 8:30-5:30pm
RUP May 9-12	(Mo-Th) 8:30-4:30pm
TER Dates TBA	Call if you're interested!

Red Cross Marine Basic First Aid

This course provides comprehensive First Aid and CPR techniques with scenarios taken from the marine/fishing industry.

CEFAID 705 16 hrs \$199

QC Mar 5-6	(Sa/Su) 8:30-5:30pm
RUP Apr 30-May 1	(Sa/Su) 8:30-5:30pm

Fishing Master IV/ Master Limited

Every person serving as Master (Captain) of a Canadian Fishing Vessel is required, under the Canada Shipping Act 2001 - Canadian Personnel Regulations, to hold a Fishing Master Certificate of Competency. Depending on size of the vessel and the area where operations take place, this may be a:

- 1. Certificate of Service as Master of the Fishing Vessel under 60 Gross Tonnage**
This certificate has a "sunset" clause and will only be available for approximately seven years from 2007. The holder of this certificate may act as Master on board a fishing vessel of not more than 60 gross tonnage engaged on an unlimited, a near coastal, Class 1 or 2 or a sheltered waters voyage, according to the voyages on which the qualifying service for the certificate has been acquired. The validity will be specified on the certificate; or a

2. Fishing Master IV

The holder of this certificate may act as Master on board a fishing vessel of not more than 100 gross tonnage engaged on a near coastal or sheltered waters voyage and as Officer-In-Charge of the Watch of a fishing vessel of any tonnage engaged on/near coastal or sheltered waters voyage.

Fishing Master IV *

CENAUT 704 105 hrs (Mo-Sa) \$895

Master Limited *

CENAUT 706 105 hrs (Mo-Sa) \$895

* Subject to course length increase and cost increase with addition of ship construction and stability to course content.

Contact Transport Canada at 250.627.3045 for a complete list of sea-time and other requirements for this certification such as:

Marine Advanced First Aid - not available at NWCC

Marine Basic First Aid - p. 28

Marine Emergency Duties MED-A2 - p. 29

Restricted Operator Certificate - Maritime Commercial (ROC-MC) - p. 30

Simulated Electronic Navigation Limited (SEN LTD) - p. 30

Note: Transport Canada charges the following exam fees for Fishing Master IV/Masters Limited. Transport Canada, not NWCC, collects the fees. These fees are not included in tuition.

- Written exams – \$27.50+hst
- Oral exams for limited certificates – \$27.50+hst
- Oral exams for other certificates – \$55+hst

Marine Emergency Duties MED - A2

Recommended for captains and operators of passenger vessels, this Transport Canada approved course provides seafarers with various safety related skills associated with small boat operation and passenger safety. Students receive a Transport Canada TC EXN 24 certificate upon successful completion of the course. Topics include hazards associated with the marine environment, developing skills to assist passengers to survive an emergency, maintaining safety equipment and keeping safety records.

Note: Swimsuit and rain gear are required.

CENAUT 714 28 hrs \$499

RUP Dates TBA	(Tu-Fr) 8:30-4:30pm
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OBTAIN A CANADIAN (CDN) NUMBER

Transport Canada requires all students have a CDN number before getting certified. Candidates living far from a Transport Canada Marine Safety (TCMS) office should follow these procedures to obtain a CDN #.

1. Fill out the TCMS application form at
http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1005-03_BO.pdf
2. Follow the instructions on Form 82-0701. Transport Canada asks members to obtain at least two certified true copies of ID as listed on the form.

- a) Canadian birth certificate;
- b) Canadian baptismal certificate;
- c) Certificate of citizenship
- d) Canadian passport;
- e) Permanent resident card;
- f) Certificate of Indian status;
- g) Seafarer's Identity document.

In person, have a commissioner for taking oaths and affidavits notarize or sign ID documents as certified true copies.

3. Send the package to:
Transport Canada Marine Safety
400 - 309 2nd Ave. West
Prince Rupert, BC, V8J 3T1

Simulated Electronic Navigation Limited (SEN LTD)

Every Fishing Master certificate including the new Fishing Master Certificate of Service for Vessels to 60 gross tons requires the certificate holder to have a Simulated Electronic Navigation certificate - either the Simulated Electronic Navigation Part 1 and Part 2, or the Simulated Electronic Navigation Limited certificate (SEN Ltd).

This latter certificate provides the small commercial vessel watch keeper with a thorough knowledge of the application of the collision regulation as it applies to the keeping of a navigational watch while using radar. Participants practice navigating the vessel using a radar simulator, including fixing their position using ranges and bearings. Students also practice collision avoidance while using the radar and establish the target vessels course, speed and closest point of approach.

CENAUT 717 28 hrs \$1,029

RUP Dates TBA *Call if you're interested!*

Restricted Operator Certificate - Maritime Commercial (ROC-MC)

This radio communications course enables radio station personnel - ashore and afloat - operating all marine radio systems compatible with the international standard of the Global Maritime Distress and Safety System to efficiently utilize aspects of the GMDSS communications systems applicable to sea area A1 operations. (This includes most of BC's coastal waters.)

Note: This certificate is a requirement for most vessels over eight metres in length and operating outside of sheltered waters.

Prerequisite: Operators must be a minimum of 18 years old.

CENAUT 708 24 hrs \$730

RUP Dates TBA *Call if you're interested!*

Coastal Spill Response

This two-day course begins with participants becoming familiar with oil spill legislation in Canada. Participants gain awareness of various sources of marine spills and the characteristic of oil and water. Emphasis is on safety to both the environment and the responder. Initial spill site safety assessments are demonstrated and oil spill responder health and safety is examined at length. The afternoon session consists of theory and teaching of various techniques of containment, recovery and storage of the product. The first day ends with a demonstration and discussion on the decontamination of the shore-line, equipment and most importantly the responders.

The second day consists of a full mock drill with teams assigned to:

1. Shoreline crew;
2. Marine crew - on small shoreline skimmer boats and much larger skimmer-the Eagle Bay;
3. Decontamination crew, and;
4. Inventory supervisor.

Note: Day 2 is very interactive and requires participants to have proper outdoor apparel including steel-toed waterproof footwear. Participants should be fit. They will spend the entire day walking on slippery, uneven surfaces, in all kinds of weather.

CENRES 762 14 hrs \$750

RUP Mar 30-31 (We/Th) 8:30-4:30pm
RUP May 16-17 (Mo/Tu) 8:30-4:30pm

Terrace Power & Sail Squadron Boat Pro Seminar

The boat pro course is a great way to learn or brush up on basic essentials of boating safety. This course covers reviews essential information such as: marine rules of the road, safety equipment regulations, navigational aids you need to know, anchoring basics, and much more. Upon successful completion students receive a Pleasure Craft Operator's Certificate, which is a mandatory requirement for every boater as of September 15, 2009.

CENAUT 721 8 hrs \$60

TER Apr 15-16 (Fr) 7-10pm (Sa) 8:30-1pm

Terrace Power & Sail Squadron Boating Course

This ever popular course is designed for boaters who wish to safely operate power and sail pleasure boats in coastal and inland waters. The course is conducted one evening per week, with homework assignments for each session. There is a final examination.

Course content covers: characteristics of boats; licensing, registration and other requirements; mandatory/optional equipment; magnetic compass, preparing to launch; ropes, lines and knots; handling a boat under power/sail; collision regulations; Canadian aids to navigation; GPS and charts; navigation; conning; intro to plotting; plotting and labelling; cruising single-handed; anchors and anchoring emergencies, supplementary topics; Canadian Power and Sail Squadrons; manners and customs; and practice cruises.

CENAUT 719 30 hrs \$250

TER Jan 17-Mar 28 (Mo) 7-10pm (Sa) 8:30-1pm

OIL & GAS INDUSTRY

OIL & GAS TRAINING CERTIFICATE (5 DAYS)

This program provides students with a one-stop shopping approach to acquire the certificates needed to work in the oil and gas sector. The program consists of:

- Occupational First Aid (OFA) Level I
- Transportation Endorsement
- Transportation of Dangerous Goods
- WHMIS
- H₂S Alive
- Confined Space Awareness

Cost: \$705

KIT Feb 21-25	(Mo-Sa) 8:30-5:30pm
TER Mar 14-18	(Mo-Sa) 8:30-5:30pm
SMI Mar 28-Apr 2	(Mo-Sa) 8:30-5:30pm

Refer to the Workforce & Industry Training section of this calendar for information on oil and gas industry-related courses.

OUTDOOR RECREATION & SAFETY

Bear Awareness

This course provides up-to-date instruction on black and grizzly bear ecology and behaviour so that you can apply your knowledge to proactively reduce the risk of encountering and attracting bears. The course includes hands-on practice with bear spray.

CEFAID 747 8 hrs \$119

QC Mar 19	(Sa) 8:30-5:30pm
HAZ May 7	(Sa) 8:30-5:30pm
KIT May 14	(Sa) 8:30-5:30pm
TER Jun 4	(Sa) 8:30-5:30pm

Firearms Safety – Non-Restricted Possession Acquisition License (PAL)

To acquire firearms in Canada you require a PAL, formerly known as the Firearms Acquisition Certificate. To apply for a PAL you must prove you have successfully completed a course or test in the safe handling and use of firearms and the laws relating to them. Successful completion of this class enables participants to submit their application for a non-restricted PAL. Note: This course is a prerequisite for the Firearms Safety-Restricted PAL course. Prerequisite: Participants must be 12 years of age or older.

CEFAID 727 16 hrs \$199

HOU Apr 15-17	(Fr) 6-10pm (Sa) 8:30-4:30pm (Su) 8:30-2pm
SMI Jun 3-5	(Fr) 6-10pm (Sa) 8:30-4:30pm (Su) 8:30-2pm

CORE - Hunter Training

Successful completion of the Conservation and Outdoor Recreation Education (CORE) course is mandatory for all residents applying for their hunting license. This course provides information about outdoor survival, hunter safety, wildlife, gun handling and first aid.

Prerequisite: Participants must be 10 years of age or older.

CEFAID 769 24 hrs \$255

HOU Apr 1-5	(Fr/Mo/Tu) 6:30-9:30pm (Sa/Su) 8:30-5pm
SMI Apr 28-May 1	(Th/Fr) 6:30-9:30pm (Sa/Su) 8:30-5pm

ATV Rider Safety

The Canadian Safety Council ATV (all terrain vehicle) Rider Safety course teaches the principles and behaviours of safer and more responsible ATV riding. The course consists of both discussion and riding lessons. Discussion lessons cover the principles and practices of riding an ATV, while riding lessons provide practice of riding exercises under the supervision of a licensed instructor. Industry workers and recreational users are welcome.

Note: Participants must bring their own ATV; Department of Transportation (DOT) approved helmet; gloves; eye protection; long pants; long sleeve shirt; and above the ankle boots.

CEFAID 777 7 hrs \$189

KIT May 7	(Sa) 8:30-4:30pm
TER June 4	(Sa) 8:30-4:30pm

CONTRACT TRAINING

Whether you are looking to schedule a program listed in this calendar, or a specialized course specific to your workplace, we can create a training solution for you. Call today to learn more!

Intro to Wilderness Guiding and Wrangling

This program is a hands-on intensive course designed and developed by the Guide Outfitters Association of British Columbia. The goal of the program is to prepare individuals for employment in the guide-outfitting industry. This 15-day program takes place entirely at Wagontrail Ranch, near Smithers. Students stay in bunkhouses and food is provided in a cookhouse.

Prerequisite: Participants must have successfully completed PAL - Firearms Safety and Core - Hunter Training.

Note: Some students may be eligible for funding through the Employment Skills Access program. Contact NWCC for more info.

CEPSTR 722 15 days \$3,500

SMI Spring 2012 *Call if you're interested!*

GPS, Compass & Notetaking

Learn basic navigation using GPS, map and compass. Discover how to read and interpret maps, find a location, estimate distances, and plot a course. Compassing, traversing and notetaking is practiced in the field.

CEFAID 732 16 hrs \$199

SMI Mar 3-4	(Th/Fr) 8:30-4:30pm
QC Mar 12-13	(Sa/Su) 8:30-4:30pm

SERVICE & HOSPITALITY



FoodSafe Level 1

FoodSafe Level 1 is a food handling, sanitation and work safety course designed for front line food service workers such as cooks, servers, bussers, dishwashers, and deli workers. The course covers important food and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, cleaning and sanitizing.

Note: Please bring your personal medical care card to class. FoodSafe Level 1 workbooks are available in English, Chinese, Korean and Punjabi, and the FoodSafe examination is available in many other languages. Please contact your local NWCC campus in advance if you would like to have your workbook and/or examination in a language other than English.

CEFAID 729 8 hrs \$129

TER Jan 29	(Sa) 8:30-5:30pm
RUP Feb 5	(Sa) 8:30-5:30pm
KIT Feb 12	(Sa) 8:30-5:30pm
SMI Mar 5	(Sa) 8:30-5:30pm
TER Mar 19	(Sa) 8:30-5:30pm
HOU Apr 2	(Sa) 8:30-5:30pm
QC Apr 15	(Fr) 8:30-5:30pm
MAS Apr 16	(Sa) 8:30-5:30pm
RUP Apr 16	(Sa) 8:30-5:30pm
TER Apr 30	(Sa) 8:30-5:30pm
KIT May 7	(Sa) 8:30-5:30pm
HAZ May 28	(Sa) 8:30-5:30pm
TER May 28	(Sa) 8:30-5:30pm
KIT Jun 25	(Sa) 8:30-5:30pm
TER Jun 25	(Sa) 8:30-5:30pm
TER Aug 13	(Sa) 8:30-5:30pm

FoodSafe Level 2

This class explores safe food handling, storage and preparation practices in great detail. This advanced FoodSafe course is designed for managers, potential managers, and those who plan on a career in the food services industry. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. **Prerequisite:** FoodSafe Level 1.

Note: Please bring a copy of your FoodSafe Level 1 certificate and your personal medical care card to class.

CEFAID 730 12 hrs \$189

TER May 6-7	(Fr) 6-10pm (Sa) 8:30-5:30pm
HAZ Jun 10-11	(Fr) 6-10pm (Sa) 8:30-5:30pm
SMI Dates TBA	Call if you're interested!

BOOST YOUR EMPLOYABILITY!

Take courses in other sections of this calendar to boost your employability in the service and hospitality industry! Take a First Aid or professional development course to improve your chances of finding a job you love and/or getting promoted.

Cashier Training

Be one step ahead of other job retail applicants. This class details the professional responsibilities that go along with handling cash. Lessons on cashiers' equipment include the use of debit cards, credit cards and cash registers.

CEBSNS 763 6 hrs \$100

TER Jan 22	(Sa) 9-4pm
TER Mar 26	(Sa) 9-4pm
KIT Apr 9	(Sa) 9-4pm
HAZ May 7	(Sa) 9-4pm
TER May 21	(Sa) 9-4pm

Serving It Right

This course prepares students for the Serving It Right exam. Upon successful completion students receive their certification from 'go2: The Resource People for Tourism'.

CEPSTR 712 3 hrs \$99

HAZ Apr 30	(Sa) 9-12noon
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Contact your local campus if you're interested in taking this course! The course will be scheduled upon sufficient demand.

Telephone Courtesy and Customer Service

Give employees effective telephone skills and you will see what a powerful business tool the phone can be. Everything from voice inflection to follow-up calls is covered in this course. Learn to understand customers' needs, ask effective questions and master proper telephone techniques.

CEBSNS 785 6 hrs \$109

RUP Feb 11	(Fr) 9-4pm
SMI Dates TBA	Call if you're interested!



WorldHost Fundamentals

WorldHost Fundamentals training provides participants with an understanding of the importance of excellent customer service skills. It helps participants communicate with customers more effectively and efficiently, and demonstrate their attentiveness to customer needs.

The course provides participants with an understanding of the social and economic contribution that a healthy tourism industry makes to their home communities and to the province as a whole. It teaches the five key WorldHost Fundamental commitments that help BC's tourism workforce go that extra mile.

CEPSTR 725 8 hrs \$119

KIT Apr 2	(Sa) 8:30-5:30pm
HAZ Apr 9	(Sa) 8:30-5:30pm
QC Apr 30	(Sa) 8:30-5:30pm

Retail Customer Service

This training course will teach students the skills needed to provide exceptional customer service in a retail setting. How to create loyal customers, positive telephone interaction and dealing with the difficult customer are a few of the skills students will gain. An interactive format will allow the students to practice the skills learned in training, enabling them to project self-confidence when working with the public.

CEPSTR 711 6 hrs \$109

RUP Apr 9	(Sa) 9-4pm
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TEACHING

Working Successfully With Learning Disabled Students

Learn from an experienced special educator how to successfully meet the diverse needs of disabled students in your classroom. Dissect the whole special education process, from working with individualized education programs to helping students struggling with reading comprehension, math and writing skills. The class will also talk about fun games you can incorporate, tips for modifying your classroom, and tested methods for bringing out the best behavior in your students. Whether you're already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students in a variety of settings, this course will prepare you to understand and empower learning disabled kids.

CEEDUC 724 **\$119**

Online at ed2go.com/nwcc

Solving Classroom Discipline Problems

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.

CEEDUC 724 **\$119**

Online at ed2go.com/nwcc

Differentiated Instruction in the Classroom

Differentiated instruction is becoming a mainstay in classrooms as educators start to see how the traditional classroom setting limits their ability to reach diverse learners. In this course, learn 10 practical differentiated instruction integration strategies. Count on at least three sample integration lessons for each strategy.

Over six weeks, this class talks about differentiated instruction strategies ranging from multiple intelligences to flexible grouping, cubing, WebQuests, I-Searches, tiering, anchoring activities, and interest centers. Every lesson is packed with real-world examples that will help you put these strategies to use in your own classroom. Take a look at integration across different subjects, grade levels, and learning profiles as you gain helpful tips on bringing differentiated instruction to your classroom.

CEEDUC 724 **\$119**

Online at ed2go.com/nwcc

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- **Learn Effective Motivation Tools!**

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TRADES

DO-IT-YOURSELF WOMEN'S TRADES SERIES

These informative and fun workshops are for women who want to complete home improvement projects but need the knowledge and hands-on experience to do so. NWCC Smithers campus will offer the Do-It-Yourself series when its new campus 'shop' is complete.

Handy Woman Workshop

This workshop for women will cover making and cutting moulding, using a router, and learning the correct techniques to lay laminate flooring.

CETRAD 754 6 hrs **\$99**

HOU Apr 9 (Sa) 9-4pm
RUP Apr 9 (Sa) 9-4pm

Small Engine Repair

This course is an introduction to the mechanical fundamentals, and lubrication and cooling devices of two stroke cycle reciprocating internal combustion engines (i.e. dirtbikes, ATV's, snowmobiles, outboard motors, chainsaws). The learner will dismantle, inspect and reassemble single cylinder examples of these types of engines.

CEMECH 706 15 hrs **\$189**

SMI Jun 8-9 (We/Th) 8:30-5pm

Tiling Ceramic Floors

Learn the basics of how to set and choose floor tiles. The class covers different types of tiles, setting materials and grouts.

CETRAD 725 3 hrs **\$59**

TER Spring 2011 Call if you're interested!
SMI Dates TBA Call if you're interested!

Plumbing Basics I

Learn basic trouble-shooting and maintenance of home plumbing systems including how to repair leaky faucets.

CETRAD 723 3 hrs **\$59**

TER Spring 2011 Call if you're interested!

Plumbing Basics II

Learn how to replace leaky faucets and install a toilet.

Prerequisite: Plumbing Basics I

CETRAD 724 3 hrs **\$59**

TER Spring 2011 Call if you're interested!

Electrical Basics I

Learn to recognize the types and applications of the different switches and plugs available, and how to change them.

CETRAD 726 3 hrs **\$59**

TER Spring 2011 Call if you're interested!

Electrical Basics II

Based on the work done in Basic Electrical I, students increase their confidence to install and do basic residential wiring.

CETRAD 720 3 hrs **\$59**

TER Spring 2011 Call if you're interested!

Drywall Repair

Learn how to repair small to large holes in drywall and to drywall tape a demonstration practice wall. Materials for the workshop are included in the course fee.

CETRAD 722 3 hrs **\$59**

TER Spring 2011 Call if you're interested!

Baseboards & Mouldings

Learn to cut and attach baseboards and mouldings.

CETRAD 721 6 hrs **\$99**

TER Spring 2011 Call if you're interested!

WORKFORCE & INDUSTRY TRAINING

Transportation of Dangerous Goods

Comply with Transportation of Dangerous Goods regulations. This course is designed for people who handle and/or transport dangerous goods by land and rail. Successful participants receive a certificate from Danatec.

CEFAID 714 5 hrs

\$99

TER Mar 9	(We) 9-3pm
KIT Apr 27	(We) 9-3pm
HOU May 6	(Fr) 1-5pm
SMI May 13	(Fr) 8:30-1pm
TER May 25	(We) 9-3pm
TER Aug 25	(Th) 9-3pm

H₂S Alive

The H₂S Alive program prepares workers to recognize hydrogen sulphide hazards, as well as perform basic rescue during an H₂S incident. The course combines theory and practice with each student using detection equipment and breathing apparatus, and performing mouth-to-mouth resuscitation. Upon successful completion, each candidate will be issued an H₂S Alive certificate from Enform.

CEFAID 733 8 hrs

\$250

KIT Jan 19	(We) 8:30-5:30pm
TER Feb 16	(We) 8:30-5:30pm
TER Mar 23	(We) 8:30-5:30pm
KIT Apr 13	(We) 8:30-5:30pm
HAZ May 1	(Su) 8:30-5:30pm
HOU May 2	(Mo) 8:30-5:30pm
TER May 18	(We) 8:30-5:30pm
HAZ Jun 4	(Sa) 8:30-5:30pm
TER Jun 29	(We) 8:30-5:30pm
TER Aug 24	(We) 8:30-5:30pm



WORKSAFE BC

Forklift Operator

This one-day program is designed to meet the standards set out by WorkSafeBC and Labour Canada. Course content includes: safe operating procedures, current forklift operations regulations, pre-trip inspection, hands-on operation, safe handling of different fuel types, and operator certification exam. Note: In addition to class time, students book a two-hour practicum time.

CETRA 703 16 hrs

\$299

TER Mar 12-13	(Sa/Su) 8:30-5:30pm
TER Apr 9-10	(Sa/Su) 8:30-5:30pm
TER May 28-29	(Sa/Su) 8:30-5:30pm
TER Jul 16-17	(Sa/Su) 8:30-5:30pm
TER Aug 27-28	(Sa/Su) 8:30-5:30pm

Firearms Safety Restricted – Possession Acquisition License (PAL)

Topics covered in this course include the new Canadian Restricted Firearms Safety Course (CRFSC) with emphasis on handguns, evolution of firearms, major parts and types, basic firearms safety practices, ammunition, operating handgun actions, safe handling and carrying procedures, handgun firing techniques, care of handguns including servicing and cleaning and responsibilities of the owner/user.

Prerequisite: Participants must be 18 years of age or older to and must have successfully completed PAL Firearms Safety Non-Restricted.

CEFAID 728 6 hrs

\$159

RUP Feb 26	(Sa) 9-4pm
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Airbrakes Endorsement

This course includes 22 hours of theory and practical instruction on airbrakes systems. Upon successful completion of a pre-trip inspection, students receive credit for the pre-trip (for 30 days) towards the Motor Vehicle Branch Air Endorsement Examination.

Prerequisite: Participants must have a valid Class 7 BC Driver's License with no outstanding charges.

Note: Canadian Standards Association approved safety footwear is required for the practical instruction.

CETRA 701 22 hrs

\$269

TER Feb 15-19	(Tu-Fr) 6-10pm (Sa) 8:30-5:30pm
HAZ Mar 25-27	(Fr) 6-10pm (Sa/Su) 8:30-4:30pm
TER May 31-Jun 4	(Tu-Fr) 6-10pm (Sa) 8:30-5:30pm
KIT Dates TBA	

NEW! Wildland Firefighting Training

This program prepares individuals for entry level employment in the wildland firefighting industry. A number of safety certificates will be offered as part of this overall program.

Prerequisites: Candidates must be in good physical condition, be 18 years of age or older, and have a good attitude towards working with others. Participants must have their own transportation and are required to bring sturdy, leather boots, a bagged lunch and appropriate outdoor clothing.

Note: Food and accommodation are NOT included. Some students may be eligible for funding through the Employment Skills Access program. Contact the Continuing Education & Industry Training department at your local NWCC campus for more info.

CEFAID 800 35 hrs

\$2,600

SMI Apr 1-12	(Fr-Fr) 8:30-4:30pm (Mo/Tu) 8:30-4:30pm
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TAKE YOUR TOWES!

NWCC is proud to be a designated provider of TOWES (Test of Workplace Essential Skills), a nationally accepted test that the three essential skills in the workplace needed for safe and productive employment.

- Reading Text – the ability to understand and use information contained in prose passages
- Document Use – the skills and knowledge needed to understand and use information from documents such as tables, catalogs, maps, and scale drawings
- Numeracy – the ability to understand and use numerical information embedded in print

Take TOWES to improve your job prospects! Employers feel more comfortable hiring and paying a worker accordingly when they are ensured the worker has the essentials skills to do the job properly.

Call your local NWCC Continuing Education & Industry Training department for more information. See the back cover of this calendar for contact info.

Traffic Control Flagging

This course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. It provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person. Successful completion of class participation and examination result in a British Columbia Safety Network Flagging certificate valid for three years. Students spend both scheduled days gaining practical experience with a qualified instructor or Master Trainer. Successful participants must pass a written exam and practical evaluation. Graduates earn proof of completion training documentation, and become part of a provincial database that documents trainers and Traffic Control Persons.

Note: Students are required to wear Canadian Standards Association approved steel-toed or composite-toed boots that are above the ankle. Participants are outside both days. Dress according to the weather.

CETRA 704 16 hrs \$279

HAZ Apr 16-17 (Sa/Su) 8-5pm
 HOU Apr 28-29 (Th/Fr) 8:30-5:30pm
 KIT Apr 30-May 1 (Sa/Su) 8:30-5:30pm
 KIT Jun 25-26 (Sa/Su) 8:30-5:30pm

Contact your local campus if you're interested in taking this course! The course will be scheduled upon sufficient demand.

ASK FOR THE COURSE YOU WANT!

If you don't see the course you want or the course you want is being offered at another campus, let your local Continuing Education & Industry Training department know. Upon sufficient demand, the course will be scheduled.

Building Service Worker Level 1

More and more employers require potential custodial employees to have some formal service worker training. This course is an introduction to the skills required to work in the building service custodial field. Topics include: basic cleaning procedures, interior office cleaning, ground rules for custodians, restroom cleaning and daily floor maintenance. The course includes theory and practical demonstration of techniques. A certificate is issued upon successful completion of the class.

Prerequisite: Grade 10 English and writing.

CEPSTR 702 20 hrs \$299

TER Feb 18-Feb 20 (Fr) 6-10pm
 (Sa/Su) 8:30-5:30pm
 TER Apr 29-May 1 (Fr) 6-10pm
 (Sa/Su) 8:30-5:30pm

Building Service Worker Level 2

This class teaches students theory and practical experience in floor care. Students learn the latest techniques in maintaining and refinishing hard floors. Topics include hard floor stripping; refinishing and shine maintenance; and types of floor sealers and finishes, and how to apply them. Learn to use and store chemicals safely. Students participate in on-site floor stripping and refinishing.

Prerequisite: Building Service Worker Level 1.

CEPSTR 703 20 hrs \$299

TER Feb 25-Feb 27 (Fr) 6-10pm
 (Sa/Su) 8:30-5:30pm
 TER May 6-May 8 (Fr) 6-10pm
 (Sa/Su) 8:30-5:30pm

Specialized Chainsaw Safety – One Day

This is an introductory course that includes classroom instruction and practical experience. Personal protection, chainsaw handling and safe practices are covered. Also covered is regular chainsaw maintenance, troubleshooting and minor onsite repairs.

Note: Students must bring their own chainsaw and safety gear, bucking pants, steel toe boots, hard hat with visor and earmuffs, gloves and long sleeve shirt.

CEFAID 724 8 hrs \$225

SMI May 26 (Th) 8:30-5:30pm
 TER May 28 (Sa) 8:30-5:30pm
 KIT Jun 18 (Sa) 8:30-5:30pm

Contact your local campus if you're interested in taking this course! The course will be scheduled upon sufficient demand.

Enform Level 1 Chainsaw Safety

Topics in this course include personal protection; chainsaw maintenance and handling; and safe falling, limbing, and bucking practices. This course includes both theory and hands-on practice. Students successfully completing the prescribed practical skills and examination will receive a certificate of completion from Enform.

Note: Suggested minimum age is 16 years. Certification lasts 3 years. All students are required to have the following gear for the second day: saw pants, steel-toed work boots, hard hat with visor and earmuffs, gloves, reflective vest, safety glasses, emergency whistle, and chainsaw with work tools.

CEFAID 773 16 hrs \$1,300

HAZ May 2-4 (Mo-We) 8:30-4:30pm
 HAZ Jun 1-3 (We-Fr) 8:30-4:30pm
 TER Dates TBA Call if you're interested!

NEW! Intro to Camp Operations

This one day course provides an introduction to the daily operations of a remote work camp. The course will include an overview of the infrastructure and components that make up a working bush camp and the services necessary for day to day operations, including catering, maintenance, inventory control and janitorial.

CEBSNS 857 7 hrs \$165

SMI May 5 (Th) 8:30-4:30pm

Contact your local campus if you're interested in taking this course! The course will be scheduled upon sufficient demand.

NEW! Expediting for Camps

This one day course provides an introduction to the role of a Camp Expediter - a person who, from town, supports all the needs of an isolated work camp - whether it be a mining exploration tent camp, a guide-outfitters' camp, or an ATCO trailer logging or mining camp. The first part of the course covers the day-to-day tasks and responsibilities of an expeditor: taking supply orders from a camp, buying camp supplies, and coordinating the logistical transportation of the supplies to camp. Other roles of an expeditor are also discussed. The latter part of the course provides an overview of how to become an expeditor. Topics include how to set up a business, advertise for clients, and manage clients.

CEBSNS 858 7 hrs \$179

SMI May 6 (Fr) 8:30-4:30pm

Contact your local campus if you're interested in taking this course! The course will be scheduled upon sufficient demand.

NEW! Class 7 – Graduated License Program Learners Workshop

Are you a new driver getting ready for a knowledge or road test? This workshop will review the material in ICBC's 'Learn to Drive Smart' guide book. At the end of the workshop students will be given a practice test as well as a link to an online ICBC website for a practice test.

Note: Students will still have to go to BC Access Center and pay exam fees.

CETRA 6 hrs **\$89**
TER Apr 2 (Sa) 9-3pm

WHMIS

WHMIS (Workplace Hazardous Materials Information System) is information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Knowledge of emergency procedures, and an understanding of risk and necessary precautions, will help prevent workplace injury and/or loss of life. **Note:** A certificate is awarded upon completion of the course. The course fee includes course materials. Employers must provide education and training in WHMIS which is administered by WorkSafe BC. Occupational Health and Safety Regulations state the WHMIS certificate should be renewed annually.

CEFAID 744 4 hrs \$69

TER Feb 17 (Th) 8:30-12:30pm
HAZ Mar 25 (Fr) 9-1pm
TER Apr 14 (Th) 6-10pm
HAZ May 6 (Fr) 9-1pm
HOU May 6 (Fr) 8:30-12:30pm
SMI May 13 (Fr) 1-5pm
TER May 19 (Th) 8:30-12:30pm
HAZ Jun 17 (Fr) 9-1pm

Contact your local campus if you're interested in taking this course! The course will be scheduled upon sufficient demand.



WORK SAFE BC

Fall Protection

This course is designed for workers who require a thorough understanding of fall-from-height hazards and issues on the worksite. The course addresses human and legal requirements for fall protection; introduces the principles and proper procedures for several types of fall protection systems; teaches the proper selection, usage, limitations, maintenance and daily inspection of Personal Fall Arrest Systems through hands-on exercises; and uses anchorages, connectors, and full body harnesses. Upon successful completion, students are certified for three years.

Note: The course references WorkSafeBC and Canadian Standard Association fall protection equipment standard.

CEFAID 726 8 hrs \$225

TER May 23 (Mo) 8:30-5:30pm
TER Feb 9 (We) 8:30-5:30pm
SMI Dates TBA Call if you're interested!

Spill Response

This field course deals with the prevention and response of the release of petroleum hydro-carbon into the environment. It also covers chemical characteristics and behaviour of fuel in addition to safety.

CEFAID 770 3 hrs \$150

SMI Dates TBA Call if you're interested!

WORKSAFEBC TRAINING MODULES

NWCC is a proud member of the WorkSafeBC Education Network. WorkSafeBC certified classes are designed to reduce worksite injury and ensure a culture of safety within worksites. For each program, participants receive a certificate and 0.5 unit credit towards the elective component of the Occupational Health & Safety Program at the British Columbia Institute of Technology.

CEFAID 743	\$119 each	Hazard Recognition & Control
Supervisor Safety Management		
TER Jan 26	(We) 8:30-5:30pm	TER Mar 10 (Th) 8:30-5:30pm
SMI Dates TBA	Call if you're interested!	
		Joint Occupational Health & Safety
		TER Apr 28 (Th) 8:30-5:30pm

S-100 Fire Suppression

WorkSafeBC requires all workers to be trained annually before fighting a forest fire (WorkSafeBC section 26.19.) In addition, the British Columbia Forest Service requires anyone conducting industrial operations in a forest be trained for fighting forest fires.

This course was developed by the BC Forest Service Protection Branch to meet the requirements of their regulations and is also a WorkSafeBC acceptable standard.

This course covers: fire-line safety; the fundamentals of fire fighting; fire behaviour; and water delivery using portable pumps and gravity systems. The latter portion includes a field session working with water pumps, hoses and associated equipment.

Note: A short examination is given at the end of the course, 70% is required to pass. Successful participants receive a certificate of completion.

CEFAID 741 16 hrs \$200

HOU May 10-11 (Tu/We) 8:30-5:30pm
SMI May 19-20 (Th/Fr) 8:30-5:30pm
TER Dates TBA Call if you're interested!

S-10A Fire Suppression Refresher

This course arises from WorkSafeBC section 26.19. The regulation states, in part, that workers required to fight forest fires must be re-trained annually. For re-certification participants must attend this one-day course, which will review the fundamentals of fire fighting, fire-line safety, fire behaviour, FS232 Pumps and Pumping Systems, and, briefly, WHMIS.

Prerequisite: To be eligible to take this S-10A annual retraining course, a person must have successfully passed the full S-100 Basic Fire Suppression course, or successfully passed the S-130, S-190 and S-232 courses within the previous five year period. S-100 currently will be maintained by taking the annual S-10A refresher course each year. If no S-10A refresher course is taken on an annual basis, then the full S-100 course must be successfully completed every five years.

CEFAID 750 4 hrs \$59

HOU May 12 (Th) 1-5pm

Contact your local campus if you're interested in taking this course! The course will be scheduled upon sufficient demand.



EMERGENCY SERVICES TRAINING CENTRE

In 2009, the Terrace Fire Department spearheaded the construction of a new multi-use training facility at NWCC Terrace campus. The facility supports the emergency services and industrial training needs of stakeholders in the region by providing on-site training in addition to courses at regional campuses. This eliminates the high cost of travel that currently prohibits most rural communities from accessing required training. To schedule one or more of the following courses, contact Sue-Ann Norton in the Terrace Campus Continuing Education & Industry Training Department at 250.638.5408 or snorton@nwcc.bc.ca.

NEW! Thermal Imaging

This course provides an introduction to infrared (IR) technology and covers the fundamentals of thermal imaging. Topics include infrared cameras and optics, factors that influence image quality, interpretation of thermal images and structural search techniques using a thermal imaging camera (TIC). The course develops the students' ability to think in terms of IR when using traditional search techniques.

CEFAID 810

Call today if you're interested in taking this course!

Intro to Firefighting

This course provides entry-level fire service personnel with an understanding of the dangers associated with emergency operations. Topics include the basic functions of a fire department, personal protective equipment, small tools, communications, water supply and the incident command structure.

Call today if you're interested in taking this course!

NEW! Intro to Fire Protection and Basic Emergency Response

The first part of this seven-hour course will introduce students to fire, its basic combustion principles, and methods by which fire spreads. Identification of hazards and risks, and recognizing fire signs and symbols will be discussed. Students will learn the basics of handling of emergency equipment and types of fire extinguishers. In the second part of the day students, will discuss basic emergency response including hazardous materials and life support; personal protection – equipment and techniques; mobilizing and communication; liaison with emergency services; and risk identification and emergency action.

CEFAID 802

Call today if you're interested in taking this course!

Pump Operator and Equipment Staging Level I

Students will gain hands-on training in the use of vehicle mounted pumps. Basic vehicle maintenance, basic pump operations and driver responsibilities will be covered. Water supply availability will be reviewed and best selection and best practice use of each water supply will be discussed. Different basic pumping scenarios will challenge the students.

Call today if you're interested in taking this course!

Confined Space Awareness

To comply with WorkSafeBC regulations, plant managers, supervisors, safety professionals, and industrial hygienists have the responsibility to ensure procedures for safe entry into confined spaces are in place. Do your workers enter confined spaces such as ship holds, sewers, tunnels, pipelines silos and vats? Are you in compliance?

Call today if you're interested in taking this course!

MOBILE TRAINING

NWCC's mobile training units make it possible for remote communities to access training otherwise unavailable to them. The College's mobile units also allow companies to provide training for workers directly on job sites.

Mobile Safety Training Unit

Save on expensive hotel fees, meals, and travel by having the NWCC Mobile Safety Training Unit deliver safety training directly to you. This vehicle is fully equipped to deliver courses in your community or at your job site – no matter how remote.

Courses offered include...

- Occupational First Aid Level 1
- Transportation Endorsement
- WHMIS
- Bear Awareness
- Transportation of Dangerous Goods
- And much more

Call your local campus today for a quote!

Mobile Pre-Employment Heavy Equipment Operator Simulator Training

This mobile unit can be brought to your community or job site to train members on the safety features and hand-eye coordination necessary to work as a Heavy Equipment Operator. Participants have the opportunity to try their hand on a Front End Wheel Loader, Excavator, and Off Highway Truck. All training takes place on realistic simulators utilizing HD laptops, steering wheels, shifters, and gas, break, and clutch pedals.

It's fun, it's safe, and it prepares participants with job ready skills. Included in the program are industry related certificates such as: Occupational First Aid Level 1, Transportation Endorsement, WHMIS, and Heavy Duty Equipment Safety & Awareness.

Simulator training...

- Improves training results
- Increases employee and vehicle safety
- Reduces wear and tear on machinery
- Decreases long-term costs

Call your local campus today for a quote!

NEW! MOBILE COMPUTER SKILLS TRAINING

We are looking to create a mobile training lab to accommodate off-campus computer skills training. The mobile computer training unit would offer a variety of courses such as Microsoft Office courses, Computer Camps for Elders, Webpage Design, Social Networking and much more.

But we need to know that this training is in demand...

If your community, organization or village would benefit from mobile computer skills training, please contact Kelly Swain at 250.638.5473 or kswain@nwcc.bc.ca.

With sufficient interest and support, the mobile computer lab could be ready to roll in late spring 2011!

ONLINE LEARNING



Northwest Community College

Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies.
- Career Counselors will help you prepare for the transition from the classroom to the workplace.

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Courses are all open-enrollment and self-paced
- All materials, workbooks, and software are included
- Payment plans available

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry level position doing medical billing or coding in a medical office setting.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include essays, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

How to Get Started:

1. Visit our Online Instruction Center, www.ed2go.com/nwcc
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

MORE COURSES AVAILABLE AT OUR WEBSITES

www.gatlineducation.com/nwcc

www.ed2go.com/nwcc

ONLINE TRAINING

NWCC offers thousands of courses and certificates online at ed2go.com/nwcc and gatlineducation.com/nwcc. Take courses at your own pace, any time of day or night, at home or in your office. Below are just a few of the certificate programs available.

Healthcare & Fitness

- Administrative Dental Assistant
- Fitness Business Management
- Nutrition for Optimal Health, Wellness, and Sports
- Personal Fitness Trainer
- Women's Exercise Training and Wellness

Business & Professional

- Bookkeeping the Easy Way with Quickbooks
- Certified Bookkeeper
- Certified Global Business Professional
- Certified Wedding Planner
- Corporate Governance and Ethics
- Principles of Private Investigation
- Travel Agent Training

IT & Software Development

- 3ds max
- AutoCAD 2009
- eBusiness Certificate
- Forensic Computer Examiner
- Help Desk Analyst: Tier 1 Support Specialist
- Microsoft Certified Application Specialist Training (MCAS)
- Microsoft Certified Database Administrator (MCDBA)

Management & Corporate

- Alternative Dispute Resolution Certificate
- CORE Mediation Certificate
- Corporate Governance and Ethics
- Leadership and Legacy: Seven Steps to Leading High Achieving Teams
- Lean Mastery
- Management for IT Professionals
- Management Training
- Microsoft Vista Business

Skilled Trades & Industrial

- Chemical Plant Operations
- Freight Broker/Agent Training
- Home Inspection Certificate
- HVAC Technician
- Modern Automotive Service Technician
- Oil Refinery Operations
- Paper Mill Operations
- Power Plant Operations
- Pulp Mill Operations

Media & Design

- Business Marketing Design
- Digital Arts Certificate
- Graphic Design Certificate
- Interior Design
- Video Game Design and Development
- Web Database Developer
- Website Design

Hospitality & Gaming

- Casino Baccarat Dealer
- Casino Blackjack Dealer
- Casino Poker Dealer
- Certified Wedding Planner
- Fitness Business Management
- Hospitality and Casino Management

CONTRACT TRAINING

Our flexible delivery methods allow training to be customized to your and your business's needs. Courses can be delivered in the classroom or onsite. Whether you are looking to schedule a program listed in this calendar, or a specialized course specific to your workplace, we can create a training solution for you.

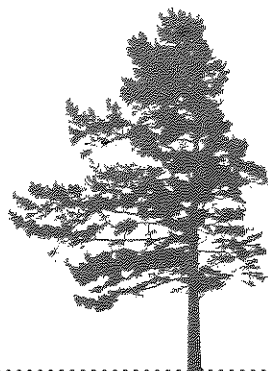
When you make the decision to train with Northwest Community College, expect:

- Friendly, efficient, knowledgeable administrative staff
- Qualified instructors who are experts in their field
- Flexible delivery options to meet your and your organization's needs and budget

Contact your local campus for more information. See the back cover of this calendar for contact info.

RESPONSIBLE PRINTING

The paper used to print this calendar was certified by the Forest Stewardship Council (FSC). The Forest Stewardship Council guarantees the paper comes from well-managed forests, controlled sources and recycled wood and fibre.



NWCC's Continuing Education & Industry department is a certified training agency for:

- BC Safety Network (Traffic Control Flagging)
- Danatec (Transportation of Dangerous Goods)
- Enform (H₂S Alive)
- Go2 (Serving It Right)
- ICBC (Airbrakes Endorsement, Driver Training)
- IVES (Forklift Certification)
- Ministry of Health (Foodsafe)
- Ministry of Tourism, Trade & Investment (WorldHost)
- Red Cross (Babysitter Training, CPR Level 'C', Childcare First Aid & CPR, Marine Basic First Aid, Oxygen Therapy, Standard First Aid, Wilderness and Remote First Aid & CPR)
- Transport Canada (Marine Training)
- WorkSafeBC (WorkSafe Safety Modules, WHMIS, Occupational First Aid)

Online Learning Anytime, Anywhere...Just a click away!



Online Career Training Programs

Northwest Community College

Are you ready to take the next step in your career?

Prepare for today's hottest careers from the comfort of your home or office!

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from a college or university of your choice.

All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- No additional charges - all materials, workbooks, and software are part of the course fee
- Payment plans are available

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Visit our site to learn more!

www.ed2go.com/nwcc

▶ CONTINUING EDUCATION & INDUSTRY TRAINING

Campus Locations

Hazelton
4815 Swannell Drive,
P.O. Box 338
Hazelton, BC V0J 1Y0
Tel: 250.842.5291
Fax: 250.842.5813

Houston
3221 – 14th Street, West,
P.O. Box 1277
Houston, BC V0J 1Z0
Tel: 250.845.7266
Fax: 250.845.5629

Kitimat
606 Mountainview Square
Kitimat, BC V8C 2N2
Tel: 250.632.4766
Fax: 250.632.5069

Masset
1730 Hodges,
P.O. Box 559
Masset, Haida Gwaii
V0T 1M0
Tel: 250.626.3670
Fax: 250.626.3680

Prince Rupert
353 Fifth Street
Prince Rupert, BC V8J 3L6
Tel: 250.624.6054
Fax: 250.624.3923

Queen Charlotte
138 Bay Street,
P.O. Box 67
Village of Queen Charlotte,
Haida Gwaii V0T 1S0
Tel: 250.559.8222
Fax: 250.559.8219

Smithers
3966 2nd Avenue,
P.O. Box 3606
Smithers, BC V0J 2N0
Tel: 250.847.4461
Fax: 250.847.4568

Terrace
5331 McConnell Avenue
Terrace, BC V8G 4X2
Tel: 250.635.6511
Fax: 250.638.5432



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